

# PORTERVILLE COLLEGE GRAPHICS CENTER DUPLICATION REQUEST

**COPYING WILL BE DONE IN THE ORDER RECEIVED**  
*Please allow 48 hours lead time for regular copy requests.\**

Requested by (Please Print Clearly): \_\_\_\_\_

Division / Department: \_\_\_\_\_

**By checking the "I agree" box below, the requestor verifies they have observed all copyright laws to duplicate the originals submitted and that the requestor has the legal right to reproduce them. Copyright is federal law per Title 17 of the United States Code. Duplications will not be made if the agreement box is not checked.**

**I agree to the above copyright statement.**

Date Submitted: \_\_\_\_\_

Date/Time Needed: \_\_\_\_\_

Number of Originals: \_\_\_\_\_

Number of Copies needed: \_\_\_\_\_

## PAPER

20# White Paper      20# Color Paper - Specify Color: \_\_\_\_\_

Card Stock White      Color Card Stock - Specify Color: \_\_\_\_\_

NCR    2 part    3 part    4 part      Other\*\* (specify in Special Instructions) \_\_\_\_\_

## COPY OPTIONS

**PRINTER SUBMITTED** (Select when sending print job directly to graphics printer.)

Single Sided      **Single Sided Original/Double Sided Copies**

**Double Sided Original/Double Sided Copies**

Color Copies (.25¢ per copy) \_\_\_\_\_

FOAPAL # to charge

Color Copies Cardstock (.50¢ per copy) \_\_\_\_\_

FOAPAL # to charge

Business Cards (\$5.00 per 100) \_\_\_\_\_

FOAPAL # to charge

3 Hole Punch      Stapled

Multi-Punch for Spiral/Comb Binding (no coverstock for this choice)

Coil Binding      Comb Binding

Fold      Booklet

DO NOT Collate

Insert Coverstock: Front Cover      Insert Coverstock: Back Cover

**Each document must have a separate Duplication Request Form attached.**

**Duplications will NOT be made without a Duplication Request form attached.**

## SPECIAL INSTRUCTIONS

\*The 48-hour turn-around time assumes fewer than 400 copy sheets of paper per request. Large print jobs require more lead time.

\*\*Plan ahead for requests requiring special paper, we do not keep a variety of paper in stock.

**Syllabi and handouts to be sold in the bookstore MUST be submitted 1-2 months before the start of a semester.**

**All duplication requests in excess of 400 copy sheets of paper, must be approved by a Department Supervisor / Division Chair or Administrator.**

**Approver Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_