

~Pitzer College~
Duplicating Services Request Form
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Cash Job: Y _____ N _____ if yes cost will be provided \$ _____

Date: _____ Date Needed: _____ Time Needed: _____
(Please do not use ASAP)

Name: _____ Dept/Org: _____

CC: _____ FD: _____ PG, GR, PG, GF: _____ FN: _____

For Pick Up: Email _____ Call _____ (Provide Phone # / Ext.) _____

Type: General _____ Class _____ Research _____ Exam _____

Black & White _____ Color _____ Number of Copies: _____ Proof Needed? _____

Paper Size / Color

(special order can be made for unavailable colors/types upon reasonable time frame)

(White) 8.5x11 _____ (3/Hole _____) 8.5x14 _____ 11x17 _____ 12x18 _____ 13x19 _____

(Pastel) Blue _____ Canary _____ Gold _____ Green _____ Ivory _____ Orchid _____ Pink _____

(Bright) Celestial Blue _____ Fuchsia _____ Lemon _____ Lime _____ Lunar Blue _____ Orange _____
Red _____ Yellow _____

(Heavy Stock) Blue _____ Canary _____ Celestial Blue _____ Cherry _____ Fuchsia _____ Green _____
Gold _____ Ivory _____ Lemon _____ Lunar Blue _____ Orange _____ Orchid _____ Yellow _____

(Specialty Stocks) 65lb. White _____ 80lb. White _____ 100lb. White _____
Transparency _____ Letterhead _____ Photo Paper _____ (NCR) 2-part _____ 3-part _____

Choose Copy Type

(Copy as Original) _____ (Single Sided) _____ (Double Sided) _____
(2-UP for ½ sheets) _____ (4-UP for ¼ sheets) _____ (Table Tents) _____

Choose Type of Finishing

Collate & Staple _____ Collate Only _____ Cut _____ (Supply Final Total after Cut _____)
Folding _____ (Type of Fold) "C" Fold _____ "Z" Fold _____ ½ Fold _____
Booklet _____ (Booklet Finished Size) 8.5x11 _____ 8.5x14 _____ 11x17 _____
Lamination _____ (Size) 8.5x11 _____ 8.5x14 _____ 11x17 _____
Binding _____ (Includes Front and Back Cover with Black Coil) Padding _____

Additional Instructions / Section(s) of book
