

~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:** _____

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

Type: General _____ Class _____ Research _____ Exam _____

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

Paper Size / Color

(White) 8.5x11 _____ 8.5x14 _____ 11x17 _____ 3/Hole _____ **(NCR)** 2-part _____ 3-part _____

(Pastel) Blue _____ Canary _____ Gold _____ Gray _____ Green _____ Ivory _____ Peach _____
Pink _____ Salmon _____ Tan _____

(Bright) Celestial Blue _____ Cosmic Orange _____ Fireball Fuchsia _____ Gemini Green _____ Orchid _____
Lift Off Lemon _____ Lunar Blue _____ Rocket Red _____ Sunburst Yellow _____ Terrestrial Teal _____
Lime Green _____ Planetary Purple _____ Sage Green _____ Tarragon _____

(Heavy Stock) Green _____ Gemini Green _____ Augusta Green _____ Blue _____ Lunar Blue _____
Celestial Blue _____ Fuchsia _____ Orchid _____ Planetary Purple _____ Cherry _____ Gold _____ Ivory _____
Cosmic Orange _____ Peach _____ Yellow _____ Lemon _____ Sunburst Yellow _____ Sage Green _____
Tarragon _____ Teal _____ Dessert Storm _____ White Matt _____ White Gloss _____ Scored Matt _____

(Specialty Stocks) Transparency _____ Letterhead _____ Photo Paper _____ Resume Paper _____

Choose Copy Type

(Copy as Original) _____ (Single Sided) _____ (Double Sided) _____
(2-UP for 1/2 sheets) _____ (4-UP for 1/4 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 _____ Half Fold _____

Booklet _____ (Booklet 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

***REMINDER: We are only able to scan / copy 10% of a book**
Please see faculty handbook for details*