

RANDOLPH COMMUNITY COLLEGE
PRINT SHOP REQUEST FORM

Our **PRINT SHOP** should be used for any copy request requiring **MORE** than a short period of time at the small copiers (usually if more than 20 copies of each original)

- 1) Your name: _____
- 2) Who to call if questions/problems/delays: _____ phone # _____
- 3) Number of Copies: _____ Program Code: _____ Personal: _____
- 4) IN Date: ____/____/____ IN Time: _____ a.m. / p.m.

Printing requires 2 or more FULL WORKING DAYS. Cutting, binding, folding, or padding requires 3 or more FULL WORKING DAYS.

Please remember— submitting a print job at 4:00 p.m. on Monday which is needed by 8:00 a.m. Wednesday does not count as 2 FULL WORKING DAYS. All deadlines are subject to the cooperation of our copying machines, i.e., no breakdowns.

5) **MUST HAVE BY:** ____/____/____ Time: _____ a.m. / p.m. ****

(****Please Mark Your Calendar to Pick Up Your Printing on This Day & Time.)

You must discuss **LARGE JOBS, RUSH JOBS, OR OTHER SPECIAL REQUESTS** with the Printer to establish a timetable. Agreed Completion date is: ____/____/____.

6) Your job will be printed on WHITE, 8 x 11, bond paper, FRONT & BACK, unless otherwise indicated below:

A. Color options:

- blue***
- goldenrod
- gray***
- green***
- ivory***
- pink**
- salmon***
- tan
- yellow**
- buff**
- white ***
- 25% Rag
- Other available color _____

B. Additional options:

- fold (example attached)>>
- corner stapl
- spiral binder (black only)>>
- original front - copy front
- original front & back - copy front & back
- original front & back - put copy on fronts only
- original front - put copy on front & back
- cut >>
- pad >>
- collate
- side staple
- 3 hole punch

C. Paper options:

- 8 _ x 11 bond
- 8 _ x 11 index
- 8 _ x 14 bond
- 11 x 17 bond

Copyrighted Material: ____ **Written Authorization on File** ____ (location)

The copyright laws of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted materials. This institution reserves the right to refuse a copy order if in its judgment, fulfillment of the order would involve violation of copyright law.

(available in bond 8 _ x 14)

Completed & Logged By:

Date

** (available in bond & index {8 _ x 11})

>> requires extra time **OR** special time table