



IMC DUPLICATING SERVICES WORK ORDER

Today's Date	Date Needed	IMC Job # (office use only)
--------------	-------------	--------------------------------

DON'T FORGET

Requested by _____ Phone/Ext _____

Name of Document _____

Division/Account to be Charged _____

DON'T FORGET

Number of pages submitted _____ Number of copies _____

Exam? Yes No Material Fee? Yes No

ACCOUNT #

Color printing and specialty services only

Copies

- Black & White
No charge
- Color

Sheet Size

- 8-1/2 x 11
- 8-1/2 x 14
- 11 x 17

Paper

- White paper
- Color paper
(Specify) _____
- White card stock
- Color card stock
(Specify) _____
- CC Letterhead
- NCR: 2 part 3 part
- Other stock as arranged

Services

- Single-sided
- Back-to-back
- 3-hole punch
- Collate only
- Collate & staple
- Fold: half letter
- Cut to size _____ x _____
- Glue into tablets
- Spiral binding
- Laminate

DESIGN SERVICES
Call 588-5136 for an appointment or email mossj@yosemite.edu. Work orders MUST be received three weeks prior to your desired due date. Thank you.

SPECIAL INSTRUCTIONS

Please ensure that all copyrighted materials have been approved for your use.

FOR OFFICE USE ONLY

Date completed _____ Paper Total _____ Total Impressions _____

SUBMIT

RESET