



IMC DUPLICATING SERVICES WORK ORDER

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

For color copies only.

Copies

- Black & White
- Color

Sheet Size

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

Poster Size

- 13 x 9
- 17 x 22
- 18 x 24
- 22 x 34
- 24 x 36



Please submit an 11 x 17 document when requesting posters

Paper

- White paper
- Color paper (Specify) _____
- White card stock
- Color card stock (Specify) _____
- NCR: 2 part 3 part

Business Cards Quantity of

- 50
- 100
- 250
- 500

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

SPECIAL INSTRUCTIONS

Please ensure that all copyrighted materials have been approved for your use. After filling out the form, click the Save As button below. Make sure you add your initials or name to the file name displayed and click Save. Attach your form to an email and send to: ccimc@yosemite.edu. If you change your mind and would like to start again, simply click the Clear Form and fill in the new info.

FOR OFFICE USE ONLY

Date completed _____ Paper Total _____ Total Impressions _____