

EPP# \_\_\_\_\_  
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# Cal State L.A. Reprographics COPY CENTER REQUEST FORM

CC JOB# \_\_\_\_\_  
 \$ \_\_\_\_\_

Account <b>661200</b>	Fund	Department ID	Program	Budget Period	Project/Grant	Business Unit <b>CSULA</b>
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UAS & IRA/Trust Conversion #s <small>(If Applicable)</small>	UAS PO # & Exp Date <small>(If Applicable on 2-xxxxx #'s only)</small>	Date Submitted	Job Required Date & Time <input type="checkbox"/> AM <input type="checkbox"/> PM
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Name (Contact Person)	Department / Office	Extension/Phone	Authorized Signature * See Below
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Will Call <input type="checkbox"/> Delivery <input type="checkbox"/> Distribution <input type="checkbox"/>	Distribution(s) # <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI <input type="checkbox"/> VII <input type="checkbox"/> AS	Delivery Location	Public Affairs Approval ** See Below
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Job Description / Title	Exam <input type="checkbox"/>	Course #	No. of Original Pages	No. of Copies
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<p><b>Size</b></p> <input type="checkbox"/> 8.5"x11" <input type="checkbox"/> 8.5"x14" <input type="checkbox"/> 11"x17" <input type="checkbox"/> Other <small>specify _____</small> <input type="checkbox"/> <b>Transparencies</b> <small>(8.5"x11" only)</small> <input type="checkbox"/> Black & White <input type="checkbox"/> Color <input type="checkbox"/> <b>Carbonless Forms</b> <input type="checkbox"/> 2-Part (White/Canary) <input type="checkbox"/> 3-Part (White/Canary/Pink) <input type="checkbox"/> 4-Part (White/Canary/Pink/Gold) <p style="text-align: center;"><b>Tabs</b></p> <p>5 SET TAB ONLY</p> <input type="checkbox"/> Blue <input type="checkbox"/> Coated <input type="checkbox"/> White <input type="checkbox"/> Uncoated	<p><b>Paper</b></p> <input type="checkbox"/> White <input type="checkbox"/> 3-hole White <input type="checkbox"/> Color Paper <small>specify _____</small> <p style="text-align: center;"><b>Paper Weight</b></p> <small>specify _____</small> <p style="text-align: center;"><b>Special Order Tabs</b></p> <small>(Allow 10 Days)</small> <input type="checkbox"/> 3 Tab <input type="checkbox"/> Coated <input type="checkbox"/> 4 Tab <input type="checkbox"/> Uncoated <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Multi <small>(Coated Only)</small>	<p><b>Print</b></p> <input type="checkbox"/> As per original <input type="checkbox"/> One sided <input type="checkbox"/> Two sided <input type="checkbox"/> <b>Head -to-Head</b> <input type="checkbox"/> <b>Head -to-Toe</b> <input type="checkbox"/> Booklets <input type="checkbox"/> Color copies <p style="text-align: center;"><b>Paper Weight</b></p> <small>_____</small> <input type="checkbox"/> Cover Front <small>Type _____</small> <small>Color _____</small> <input type="checkbox"/> Cover Back <small>Type _____</small> <small>Color _____</small>	<p><b>Bindery</b></p> <p><b>Finishing</b></p> <input type="checkbox"/> Collated (sets) <input type="checkbox"/> Uncollated (stacks) <input type="checkbox"/> Binding <input type="checkbox"/> Plastic Coil <input type="checkbox"/> Plastic Comb <input type="checkbox"/> Tape <small>(online black only)</small> <input type="checkbox"/> Cut /Trim to <small>Final Size _____</small> <p><b>Drilling</b></p> <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> 2 - Hole <input type="checkbox"/> 3 - Hole <input type="checkbox"/> Other <small>specify _____</small>	<p><b>Stapling</b></p> <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Saddle Stitch <p><b>Folding</b></p> <input type="checkbox"/> Half-Fold <input type="checkbox"/> Letter-Fold <input type="checkbox"/> Z-Fold <input type="checkbox"/> <b>Head Out</b> <input type="checkbox"/> <b>Head In</b> <input type="checkbox"/> <b>Laminating</b> <input type="checkbox"/> 3ml <input type="checkbox"/> 5ml <input type="checkbox"/> 10ml <small>Oversize 3ml only</small>
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IF THE ORIGINALS ARE NOT CORRECTLY CENTERED ON PAGE - YOU MUST CHECK OFF THE MAKEREADY FIX IMAGE BOX FOR CORRECTIONS.

SPECIAL INSTRUCTIONS:

 TYPESETTING REQUIRED  
 ENLARGE  
 REDUCE  
 DIVIDERS  
 OTHER  
 MAKEREADY FIX IMAGE

HOUSE PAPER STOCK, COLORS AVAILABLE <span style="color: red;">UNCOATED ONLY</span>				
No Coated/Glossy Stock available in Copy Center for Black & White Copies				
20#	60# BRIGHT HUES (ASTROBRIGHTS)	60# OFFSET	90# INDEX	SPECIALTY STOCKS
BLUE BUFF GREEN GOLDENROD IVORY PINK SALMON CANARY  25% COTTON WHITE  <b>COLOR COPIER STOCK</b>  WHITE 24#, 32# 8PT, 80# GLOSS 65# 80# COVER	BLUE GOLD GREEN RED  ULTRA FUCHSIA ULTRA LEMON ULTRA LIME ULTRA ORANGE VIOLET YELLOW	WHITE BLUE CANARY CREAM GRAY GREEN GOLDENROD PINK TAN	WHITE BLUE BUFF CANARY CHERRY GREEN SALMON	60# SKYTONE VELLUM BROWN NATURAL PEWTER BLUESTONE  80# PASSPORT TEXT GRANITE GYPSUM PUMICE ROSE
OTHER STOCKS CAN BE SPECIAL ORDERED - ALLOW 3 - 5 DAYS				

TIME IN:

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\*\*Approval needed for all material(s) using university logotype, seal, or name.