

DUPLICATION DESIGN CENTER | PRINTING REQUISITION

JOB NO.

DATE REC'D

Submission of work to the DDC for duplication indicates understanding of, and compliance with, Copyright Law (Copyright Act of 1976) of the United States.

CONFIDENTIAL

PICK UP in LA 120
DELIVERY to

RADCLIFF
 PSTC
 MEC

FOR GRAPHIC DESIGN SERVICES
complete and submit a **Project Request Form**

MC AS-N AS-S PE JC
LIB BTC LA F-FT F-PT VT
Other _____

If a location is not specified, materials will be held for pick-up.

NAME (PLEASE PRINT) _____

DAYTIME PHONE _____

DEPARTMENT & COURSE NO. (EX: ENG 101) _____

Please monitor your Schoolcraft College email address for questions or other information from the DDC.

You may submit your requests electronically by emailing this completed Job Ticket along with a print-ready original to **DDC@schoolcraft.edu**.

DUE DATE/TIME _____
Allow at least **TWO BUSINESS DAYS** for photocopying.

NO. OF FINISHED COPIES _____ NO. OF PAGES IN ORIGINAL _____

PAPER COLOR

White
 Gray
 Buff
 Ivory
 Yellow
 Blue
 Green
 Pink
 Salmon

.....

Cardstock (WHITE ONLY)

SIZE

8½" × 11" (letter)
PAPER COLORS LISTED AT LEFT

8½" × 14" (legal)
WHITE OR YELLOW ONLY

11" × 17" (tabloid)
WHITE ONLY

Other* _____
THERE MAY BE A CHARGE FOR LARGE PRINTS.

FINISHING

1-to-1
ONE-SIDED ORIGINAL;
ONE-SIDED COPIES

1-to-2
ONE-SIDED ORIGINAL;
TWO-SIDED COPIES

2-to-2
TWO-SIDED ORIGINAL;
TWO-SIDED COPIES

Collate

Group

Staple

Punch

Fold
SPECIFY BELOW

Bind*
SPECIFY BELOW

Laminate*

Color Print*

Mount on foam core*

AUTHORIZED SIGNATURE _____ ACCOUNT NUMBER _____

*These services are charged back to the department and **may** require additional processing time.
Include an authorized signature and account number for chargeable work, e.g., color, binding, mounting, etc.
Color copies (per side) are: 8.5"x11"-10¢, 8.5"x14"-25¢, 11"x17"-50¢

SPECIAL INSTRUCTIONS FOR PROCESSING DOCUMENTS

Duplication Design Center
 Liberal Arts, Room 120
 ddc@schoolcraft.edu | 734-462-5314

Khaja Khan, Operations Manager
 kkhan@schoolcraft.edu | 734-462-4583

