

DUPLICATION DESIGN CENTER | PRODUCTION 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
GRAPHIC DESIGN/
TYPESETTING
Submit the **NEW**
Project Request Form

PICK UP in LA 120
 DELIVERY to
MC AS-N AS-S PE JC
LIB BTC LA F-FT F-PT VT
Other _____

RADCLIFF
 PSTC

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 _____

SEND SYLLABUS TO DEAN'S OFFICE
FOR SYLLABI TYPED/REVISED BY THE DDC **ONLY**

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
Christina Bazylewicz, Supervisor
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