




# Duplication Request Form

for Cabrillo College

Today's Date:		*Contact Number:	Due Date:	Time:
Your Name:		Total # of pages submitted: <i>(Note: A 2-sided original counts as 2 pages)</i>		
Department/Division:		Total Finished Quantity * requested:		
Course Number <i>(Example BUS 101):</i>		Deliver completed work to: <input type="checkbox"/> Watsonville Center <input type="checkbox"/> Duplications – Rm 1005 <input type="checkbox"/> Bookstore		
Course Section Number <i>(Example #1234):</i>				
Title of Submission:		Blanket Purchase Order (BPO)#: <b>(Required for all jobs.)</b>		
Paper Stock:		Collating Instructions:		Finishing Instructions:
Color: _____ Weight: _____# Cover Color: _____ Cover Weight: _____# <input type="checkbox"/> Black & White <input type="checkbox"/> Letterhead <input type="checkbox"/> Digital Color ("Color Printing") <input type="checkbox"/> Carbonless: _____-part		<input type="checkbox"/> Single Sided <input type="checkbox"/> Duplex (back to back) <input type="checkbox"/> Collate: <input type="checkbox"/> Staple – if selected, indicate placement below: <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 		<input type="checkbox"/> 3 hole punch <input type="checkbox"/> Fold: (kind) _____ <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Rubber band <input type="checkbox"/> Pad sheets per pad _____ <input type="checkbox"/> Coil Binding <input type="checkbox"/> Tape binding <input type="checkbox"/> *Cut Quantity: Finished Size _____ Total finished pieces _____
Comments:			Office Use Only	
			Received _____	
			Entered _____	
			Rec# _____ Done _____	