

CAÑADA COLLEGE
CENTRAL DUPLICATING WORK ORDER

Completed/Mailed

ALL WORK PROCESSED IN CENTRAL DUPLICATING MUST BE SUBMITTED ELECTRONICALLY, OR ON WHITE PAPER, READY TO PRINT, AND ACCOMPANIED BY THIS WORK ORDER SIGNED BY THE DIVISION DIRECTOR OR ADMINISTRATOR. INCOMPLETE INSTRUCTIONS CAUSE DELAYS. **IMPORTANT!** NORMAL TIME LINE FOR COMPLETION OF WORK SUBMITTED IS **THREE DAYS**. LARGE RUSH JOBS ARE DONE ONLY ON APPROVAL AND ADVANCE NOTIFICATION.

SUBMITTED BY: _____ EXT: _____ DIVISION: _____

TITLE OF WORK TO BE DONE: _____

DATE SUBMITTED: _____ DATE REQUIRED: _____ A.M. P.M.

DESCRIPTION OF WORK TO BE DONE:

NO. OF PAGES: _____ PRINT BACK TO BACK _____ REDUCE _____

NO. OF COPIES/SETS _____ PRINT ONE SIDE ONLY _____ Work Order Forms: _____ pks.

SPECIAL INSTRUCTIONS: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> PHOTOCOPY: <input type="checkbox"/> TRANSPARENCIES: <input type="checkbox"/> LABELS: Kanzaki__White__Yellow__Green <input type="checkbox"/> OFFSET: Paper Masters__Sm.__Med__Lg. <input type="checkbox"/> COLORED INK _____ <input type="checkbox"/> MACINTOSH: Set-up:____Full Pg.____1/2Pg. Changes:____pgs +____copies____paper <input type="checkbox"/> SPIRAL BINDING: Strip Size____Clear Covers____ <input type="checkbox"/> VELO BINDING: Strip Size____Clear Covers____ <input type="checkbox"/> Hold & Call When Done: Ext._____ <input type="checkbox"/> Mail To:_____ | PAPER SIZE: <input type="checkbox"/> 8 1/2 x 11 - Letter <input type="checkbox"/> 8 1/2 x 14 - Legal <input type="checkbox"/> 11 x 17 - Poster PAPER TYPE: <input type="checkbox"/> White, Sub. 20..... <input type="checkbox"/> 3-holed <input type="checkbox"/> Colored, S. 20..... <input type="checkbox"/> 3-holed _____ <input type="checkbox"/> VELLUM (60/70 lb.) Color:_____ <input type="checkbox"/> COVER STOCK/Vellum BRISTOL Color:_____ <input type="checkbox"/> PARCHMENT: <input type="checkbox"/> 60 lb. Text Color:_____ <input type="checkbox"/> 65 lb. CS <input type="checkbox"/> SPECIAL: _____ _____ Bldg/Office:_____ | <input type="checkbox"/> COLLATE & STAPLE <input type="checkbox"/> COLLATE & RUBBER BAND <input type="checkbox"/> COLLATE + _____ BIND <input type="checkbox"/> ALL SEPARATE PAGES <input type="checkbox"/> CUT (size) _____ <input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE <input type="checkbox"/> FOLD _____ <input type="checkbox"/> 3-HOLE DRILL <input type="checkbox"/> PAD: Top _____ Left Side _____ <input type="checkbox"/> CARDS: _____ size (Must furnish cards w/sample) <input type="checkbox"/> NCR: <input type="checkbox"/> 2pt. __Yellow__Pink <input type="checkbox"/> 3pt. (W, Y, P) <input type="checkbox"/> 4pt. (W, Y, P, G) (only available as indicated above) <input type="checkbox"/> Envelopes: size _____ |
|---|--|--|

(For Office Use Only)

| # PAGES | # COPIES | DESCRIPTION | UNIT COST | TOTAL |
|-------------------|----------|-------------|-----------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL COST | | | | |

This section must be completed before work can be done.

DIVISION or OFFICE: _____

Authorized Signature
 (Division Dean, Administrator, Club Advisor, or Staff Assistant)

BUDGET ACCOUNT NUMBER: _____