

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

PSTC
 MEC

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

MC HS-910 HS-810 HS-534 PE
 JC LIB BTC F-FT F-PT
 LA 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
- Lilac
- 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.
For pricing see Khan.

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



Schoolcraft College®