

El Camino College - Copy Center - No Charge - Work Order Request Form

Black and White Copies Only

Division/Department _____ Date Needed _____ Time _____

Requested By _____ Phone/Ext. _____ Date Received _____

Material (JOB) Title _____

Mail To _____ Permission to copy is attached/copy right notice is on the original.

Pick Up At Copy Center I am the holder of the copyright, and I give my permission to copy.

Number of Originals? _____ Signature _____ Date _____

Number of Copies/Sets _____

Double Sided? YES NO **Collate?** **Stapled?** **Fold?** **Cut?** **Bind:** Pad Tape GBC

Number: Begin with # _____ **Additional Instruction** _____

Paper: White Color _____ 3-Hole _____

Index Card Stock 8.5x11 8.5x14 11x17 _____

Other _____ _____

↑TEAR HERE↑

Keep This Part for Your Record

Material Title _____

Quantity _____

Number of Jobs Attached _____

Date Requested _____

Mail Pick Up

Color _____