



Job Number

COLOR COPY REQUEST

E-mail form and files to colorcopyrequest@gwc.cccd.edu
We accept PDF files only. For assistance with artwork contact College Promotions at promotions@gwc.cccd.edu

Work Requests are printed on a first-come, first served basis, after the request has been received.

First Name	Last Name	Division/Department	E-Mail @gwc.cccd.edu	Phone Ext.
-------------------	------------------	----------------------------	--------------------------------	-------------------

Copy Card Number	Title of Work
-------------------------	----------------------

No. of Originals Each side of a printed page is counted as one original. Originals need to be all one-sided or all two-sided, no combinations please.	No. of Finished Sets Finished sets equals number of pieces after collating/stapling or cutting. Electronic orders: no minimum. Hard-copy requests: 25 minimum	Print <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided
--	---	--

Paper Size <input type="checkbox"/> 5.5 x 8.5 <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other _____ bleed _____ no bleed _____	Paper Stock (white paper only) <input type="checkbox"/> Graphics Staff Choice <input type="checkbox"/> 60# uncoated <input type="checkbox"/> 80# Matte <input type="checkbox"/> 100# Gloss <input type="checkbox"/> 10 pt C2S <input type="checkbox"/> 12 pt C1S
---	---

Bindery Services

saddlestitch letterfold 1/2 fold 2- hole punch
 z-fold double-parallel fold gate fold 3-hole punch

Special Instructions

Operator Initial: _____ Date: _____ up

_____ Total Cost _____