

MiraCosta College Copy/Print Form

Fill out all areas and send to #18 with your original copies

MARK ALL THAT APPLY

Received _____ AM/PM

- Test/Security packaging
- Customer to pick up
- Deliver to station # _____

**Any brochures, newsletters, recruiting events or flyers for mailing will require PIO review and approval prior to printing. All quote requests can be sent to copycenter@miracosta.edu

Date Needed _____ Time _____ (Please indicate)

Name _____ Phone/Ext. _____

Department _____ Program # _____

Description/Note _____

Copyright symbol? If checked written or electronic permission is required

***Please allow 3-5 working days for all special orders: COLOR PRINT, BINDERY, NCR
 You may also email your requests to copycenter@miracosta.edu
 Questions: contact Printing Svcs at x6765 or x6744

PRODUCTION, CHECK ALL THAT APPLY

Number of pages/sides _____ Number of copies needed _____

- single-sided
- double-sided
- as per sample

PAPER SIZE

PAPER STOCK

BINDERY PROCESS

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> 8.5x11 (letter) | <input type="checkbox"/> Copier Paper 20# | <input type="checkbox"/> Collate | <input type="checkbox"/> ***Glue padding |
| <input type="checkbox"/> 8.5x14 (legal) | <input type="checkbox"/> Postcard weight | <input type="checkbox"/> Collate & Staple | |
| <input type="checkbox"/> ***11x17 | <input type="checkbox"/> MCC Letterhead | <input type="checkbox"/> Group each page | |
| <input type="checkbox"/> cut to size
_____ x _____ | <input type="checkbox"/> 2nd sheet 28# White | <input type="checkbox"/> 3 Hole Punch | |
| | <input type="checkbox"/> transparencies | <input type="checkbox"/> ***GBC comb or Spiral Bind | |

INK

PAPER COLOR

***FOLD

- | | | |
|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Black | <input type="checkbox"/> White | <input type="checkbox"/> In Half |
| <input type="checkbox"/> ***Color | <input type="checkbox"/> Color: _____ | <input type="checkbox"/> Brochure |
| | | <input type="checkbox"/> Z/Fan Fold |
| | | <input type="checkbox"/> Booklet/double staple in fold |

Allow 3-5 business days to process color orders

*** NCR 2 part 3 part

Printing Services Use Only

Printing/Copies By _____

TOTAL COST _____

Date Completed _____

White/Printing Svcs

Yellow/Customer Completed Copy

Pink/Customer Reference