

# MiraCosta College Copy/Print Form

Fill out all areas indicated by \_\_\_\_\_

MARK ALL THAT APPLY

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

Received \_\_\_\_\_ AM/PM  
 \*\*Any brochures, newsletters, reaction cards, etc. require a review and approval by the station manager. All quote requests can be submitted to the copy center email: [copycenter@mcc.edu](mailto:copycenter@mcc.edu)

Date Needed \_\_\_\_\_ Time (please indicate time if applicable)

Name \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Department \_\_\_\_\_ Program # \_\_\_\_\_

Description/Notes \_\_\_\_\_

Copyright symbol  checked

\*\*\*Please allow 2-5 business days for processing orders. **NO ORDER PRIOR TO BACK ORDER**  
 You may also email your requests to [copycenter@mcc.edu](mailto:copycenter@mcc.edu)  
 Questions: [copycenter@mcc.edu](mailto:copycenter@mcc.edu)

## PRODUCTION CHECK ALL THAT APPLY

Number of pages/sides \_\_\_\_\_ Number \_\_\_\_\_

- single-sided
- double-sided
- front/back

- | PAPER SIZE   | PAPER STOCK                                  | FINISHERY PROCESS                                   |
|--|--|---|
| <input type="checkbox"/> 8.5x11 (letter)           | <input type="checkbox"/> Copies 11# 20#      | <input type="checkbox"/> 3 rings                    |
| <input type="checkbox"/> 8.5x14 (legal)            | <input type="checkbox"/> Postcard weight     | <input type="checkbox"/> ***GBC binding             |
| <input type="checkbox"/> ***11x17                  | <input type="checkbox"/> MCC Letterhead      | <input type="checkbox"/> 2 rings                    |
| <input type="checkbox"/> custom size _____ x _____ | <input type="checkbox"/> 2nd sheet 20# white | <input type="checkbox"/> 4 rings                    |
|  | <input type="checkbox"/> if 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       |
| Allow 3-5 business days to process color orders  |                                | <input type="checkbox"/> 2/3 Fold       |
| *** <input type="checkbox"/> NCR <input type="checkbox"/> 2 part <input type="checkbox"/> 3 part |                                | <input type="checkbox"/> Booklet/double |

*Printing Services Use Only*

Printing done by \_\_\_\_\_

Date Completed \_\_\_\_\_

TOTAL COST \_\_\_\_\_