# SOUTHWEST Duplicating Request Form

- **Macon** □ | **Union** □ | **Other** □

If the job, or any portion thereof, requires the use of the press (color ink), a Printing job jacket must be completed.

**DATE SUBMITTED** ____/____/____ | **DUE DATE/TIME** ____/____/____ | □ a.m. □ p.m.

Requested by: ______________________ | Department: ______________________ | Ext: ________

**Account/Function#** ____________ | **Description of job** ______________________

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**Job Requirements:**

- **Copyright Permission:** □ Yes (Letter Attached) □ No
- **Quantity:** __________
- **No. of pages:** __________ (front & back)

**Paper Size:**
- 8 1/2” x 11”
- 8 1/2” x 14”
- 11” x 17”

**Stock:**
- Standard White □
- Standard Colors □
- Cardstock □
- Covers/Color □
- Carbonless:  □ 2-part □ 3-part □ 4-part
- 3-Hole Drill □
- Transparencies □
- Letterhead □
- Business Cards □
- Other □
- 1-sided □ 2-sided □
- Run same as original □
- Combination □

*(Please explain in Special Instruction)*

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**Duplicating:**

- Duplicating on covers (select one)
  - □ front □ back □ both

**Special Requirements:**

- □ Reduce ______%  □ Enlarge ______%
- □ Photos (number) ______
- □ Page Numbering ______
- □ 9” x 11” (tabs) bank of ___3 or ___5

**Special Instructions:**

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**Bindery:**

- **Staple:**
  - □ Single (upper left)
  - □ Double (side stitch)
  - □ Landscape
  - □ Wire Bind (maximum 125 sheets)
  - □ Velo Bind
  - □ GBC Bind
  - □ Strip Bind
    - (15 to 125 pages per set)
  - □ Collate only (sets)
  - □ Uncollate (stacks)
  - □ Perforated
  - □ Padded #____ per pad
    - (minimum 25 sheets per pad)

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**CLIENT APPROVAL:**

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**FINAL CLIENT PROOF/DATE**

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**BILLING: JOB ACCOUNTING $ ________**

**OTHER BILLING**

- □ Folding
- □ Cutting
- □ Padding
- □ Binding
- □ Letterhead
- □ Business Cards
- □ Tabs
- □ Carbonless
- □ Transparencies
- □ Shrinkwrap
- □ Perforation

**TOTAL BILL $ _______**

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