

# DUPLICATION DESIGN CENTER | PRINTING REQUISITION

JOB NO.

DATE REC'D

Submission of work to the DDC for duplication indicates understanding of, and compliance with, Copyright Law (Copyright Act of 1976) of the United States.

CONFIDENTIAL

PICK UP in LA-120  
 DELIVERY to

PSTC  
 MEC

**FOR GRAPHIC DESIGN SERVICES**  
 complete and submit a **Project Request Form**

MC-036    LIB-140    F-FT    F-PT  
 HS-534    HS-810    HS-903    BTC-500  
 LA-455    JC-\_\_\_\_    VT-\_\_\_\_

Other \_\_\_\_\_  
 If a location is not specified, materials will be held for pick-up.

NAME (FIRST AND LAST PRINTED) \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

DEPARTMENT & COURSE NO. (EX: ENG 101) \_\_\_\_\_

*Please monitor your Schoolcraft College email address for questions or other information from the DDC.*

You may submit your requests electronically by emailing this completed Job Ticket along with a print-ready original to **[DDC@schoolcraft.edu](mailto:DDC@schoolcraft.edu)**.

DUE DATE/TIME \_\_\_\_\_  
 Allow at least **TWO BUSINESS DAYS** for photocopying.

NO. OF FINISHED COPIES \_\_\_\_\_ NO. OF PAGES IN ORIGINAL \_\_\_\_\_

**PAPER COLOR**

White  
 Gray  
 Ivory  
 Yellow  
 Blue  
 Green  
 Pink  
 Salmon  
 Lilac  
 Cardstock  
*(WHITE ONLY)*

**SIZE**

8½" × 11" (Letter)  
 PAPER COLORS LISTED AT LEFT

8½" × 14" (Legal)  
 WHITE OR YELLOW ONLY

11" × 17" (Tabloid)  
 WHITE ONLY

Other\* \_\_\_\_\_  
 THERE MAY BE A CHARGE FOR LARGE PRINTS.

**FINISHING**

1-to-1  
 ONE-SIDED ORIGINAL;  
 ONE-SIDED COPIES

1-to-2  
 ONE-SIDED ORIGINAL;  
 TWO-SIDED COPIES

2-to-2  
 TWO-SIDED ORIGINAL;  
 TWO-SIDED COPIES

Collate SEQUENTIAL ORDER 

Group SAME TOGETHER 

Staple  
 Punch  
 Fold SPECIFY BELOW  
 Bind\* SPECIFY BELOW  
 Laminate\*  
 Color Print\*  
 Mount on foam core\*

AUTHORIZED SIGNATURE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

\*These services are charged back to the department and **may** require additional processing time.  
**Include an authorized signature and account number for chargeable work, e.g., color, binding, mounting, etc.**  
*For pricing see Khan.*

**SPECIAL INSTRUCTIONS FOR PROCESSING DOCUMENTS**

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