

APPENDIX E – PRODUCTION: E1. Request for Duplication**Merritt College Request for Duplication**

Person Requesting (print): _____

Class Name: _____

Cost Center: _____

Signature: _____

Date Submitted: _____ Date Needed: _____

Work Request:

Original Pages: _____

Number of Copies: _____

Total Number of Impressions (count): _____
(Double sided copy counts as two impressions)

Print Copy: Front Side Only: _____

Print Copy: Front and Back: _____

Color:

White: ___ Blue: ___ Buff: ___ Canary: ___

Goldenrod: ___ Green: ___ Pink: ___ Salmon: ___

Special Instructions:

Merritt College Production Dept. Q-106 (510)436-2666 rev. 7/31/13