Gavilan College Reprographics Department
Request for Services Form
Email: Fanzuela@gavilan.edu
Order Date: ____________________________

Date Needed: ________________
Phone or email: ____________________

PLEASE!
ABSOLUTELY NO PASTE (ATTACHMENTS)
GLUE OR STAPLES

**Department Name:**
- Allow 3 to 5 working days for requests of 1,000 copies or less
- Allow 5 to 10 working days for 1,001 + copies
- Allow 30 (minimum) working days for textbooks.

<table>
<thead>
<tr>
<th>No. Of Original Pages</th>
<th>No. Copies Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Originals** submitted must be legible and submitted in 8 1/2 x 11, 8 1/2 x 14 or 11x 17 paper. Black text/graphics on white bond paper, one-sided sheets.

Reprographics will not be responsible for the content or design of the original. All materials will be reviewed to ensure compliance with copyright laws. Publisher permissions to print should be submitted with your originals.

White paper will be used for all printing unless otherwise specified. Color paper is reserved for Admissions and Records.

**Services Available:**
- Printing: 1 sided 2 sided 1 to 2 sided 2 to 1 sided Collate and Staple
- Three Hold Punch Glue Cut Binding Fold Bi-Fold
- Double Bi-Fold Tri-Fold Z-Fold Letterhead Transparencies

Other Instructions:
(Please Specify)

---

Gavilan College Reprographics Department
Request for Services Form
Email: Fanzuela@gavilan.edu
Order Date: ____________________________

Date Needed: ________________
Phone or email: ____________________

PLEASE!
ABSOLUTELY NO PASTE (ATTACHMENTS)
GLUE OR STAPLES

**Department Name:**
- Allow 3 to 5 working days for requests of 1,000 copies or less
- Allow 5 to 10 working days for 1,001 + copies
- Allow 30 (minimum) working days for textbooks.

<table>
<thead>
<tr>
<th>No. Of Original Pages</th>
<th>No. Copies Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Originals** submitted must be legible and submitted in 8 1/2 x 11, 8 1/2 x 14 or 11x 17 paper. Black text/graphics on white bond paper, one-sided sheets.

Reprographics will not be responsible for the content or design of the original. All materials will be reviewed to ensure compliance with copyright laws. Publisher permissions to print should be submitted with your originals.

White paper will be used for all printing unless otherwise specified. Color paper is reserved for Admissions and Records.

**Services Available:**
- Printing: 1 sided 2 sided 1 to 2 sided 2 to 1 sided Collate and Staple
- Three Hold Punch Glue Cut Binding Fold Bi-Fold
- Double Bi-Fold Tri-Fold Z-Fold Letterhead Transparencies

Other Instructions:
(Please Specify)