

**Duplicating**  
**Key Codes**

**1370001:**   
 (CTE/Workforce Dev.)

**1375001:**   
 (Comm. & Fine Arts)

**1380001:**   
 (Math, Nat. Sci. & ES)

**1385001:**   
 (Hum. Soc., & Beh. Sci.)

**Color Print**  
 **Promo/Advertise**

**Key Code** \_\_\_\_\_

**Object Code** \_\_\_\_\_

**Dean/Dir. Approval:**  
 \_\_\_\_\_

**DATE WANTED** \_\_\_\_\_ **Submitted** \_\_\_\_\_ **TEST**

**NAME** \_\_\_\_\_ Phone \_\_\_\_\_ **DISTRICT**

Dept. \_\_\_\_\_ Course No. \_\_\_\_\_ **GROSSMONT**

Subject of Work \_\_\_\_\_ **CUYAMACA**

Instructions \_\_\_\_\_ **EVENING**

\_\_\_\_\_

**No. of Copies** \_\_\_\_\_ **COLLATE & STAPLE**

**No. of Sides/Originals** \_\_\_\_\_ **3-HOLE PUNCH**

Paper Color \_\_\_\_\_ Cardstock Color \_\_\_\_\_ **BACK TO BACK**

Cardstock Divider  Paper Divider - Color \_\_\_\_\_ **FOLD**

Cover Color \_\_\_\_\_ Ink Color \_\_\_\_\_ **PAD**

Paper Size: 8½ x 11  8½ x 14  11x17

Cut  Size \_\_\_\_\_ **TOTAL CUT PIECES** \_\_\_\_\_ **NCR**  **NO. PARTS** \_\_\_\_\_

Custom Bindery: ACCO  SPIRAL  VELO  TWIN LOOP  COIL

Mail Center \_\_\_\_\_ Date \_\_\_\_\_

**PRINTING** DocuTech \_\_\_\_\_ X-1 \_\_\_\_\_ X-2 \_\_\_\_\_ Date \_\_\_\_\_

**DEPT. USE** Printing Date/Initials: Mickey Mouse \_\_\_\_\_ Nemo \_\_\_\_\_ Press 1250 \_\_\_\_\_

**WP USE** Date Submitted \_\_\_\_\_ Rec'd by \_\_\_\_\_ Save No. \_\_\_\_\_

Proofed by \_\_\_\_\_ Recorded by \_\_\_\_\_ Typist \_\_\_\_\_ Rev. \_\_\_\_\_