

REQUEST FOR DUPLICATING AND PRINTING SERVICES☐ NON-SENSITIVE☐ SENSITIVE☐ RESTRICTED

Directions for Copy Center Services: All jobs presented for copying or printing shall be camera ready. Camera ready means that editing is finalized and the job is free of all staples, paper clips, binding, etc. For more information contact the LC Region Copy Center at 702-293-8064/8647/8066.

Title of Work: _____ Date Submitted: _____

Requestor: _____ Phone: _____ Date Required: _____

Cost Authority: _____ Cost Center: _____

❖ Save to CD (PDF) ☐ Yes ☐ No Quantity of CDs _____❖ Document Searchable ☐ Yes ☐ No❖ Request Job Delivery ☐ Yes (8 am – 9 am) or Call for Pick-up ☐ Yes# Of Originals: _____ # Of Copies _____ Paper Size _____ Copy like Original ☐ Yes☐ One Sided ☐ Double Sided ☐ Collate/Assemble (**Attach Directions**)☐ Color # of Pages _____ ☐ 3-hole Punch☐ Black & White # of Pages _____ ☐ 2-hole Punch☐ Staple (Specify) ☐ Binding (**Choose One**)☐ 1 upper left ☐ 2 left ☐ Other _____ ☐ Binder (Specify) _____☐ Fold (Specify) _____ ☐ Coil (Color) _____☐ Tabs (Specify) _____ ☐ Comb (Color) _____☐ Front Cover/Back Cover ☐ Wire Bind (Color) _____☐ Plastic ☐ Pro Click (Color) _____☐ Card Stock (Color) _____☐ Mount/Laminate (Size) _____ ☐ Laminate Only (Size) _____

SPECIAL INSTRUCTIONS (attach separate sheet if necessary):

Materials submitted are in compliance with Reclamation Policy, ADM P05 dated 7/28/05, Visual Identity: All managers and supervisors are responsible for ensuring any product/material developed for their office that officially represent Reclamation follow the criteria in this policy and in the associated Directives and Standards and Visual Identity Online Manual.

Requestor Date: _____

Group Manager Approval Date: _____

For Copy Center Use Only: Total number of Copies

Docutech 335:	Docutech 90:	Total Clicks:
---------------	--------------	---------------