Triton College

Staff Service Center

Please date stamp this job ticket.

Clerical/Duplication Request

Requestor: ___________________________ Ext. __________

☐ Full Time ☐ Part Time ☐ Assoc.

Office/Dept.: ___________________________ Date Needed: ___________________________

Budget #: ___________________________

Job Information

# of pages: __________ # of copies: __________

Service
☐ Copying
☐ Typing
☐ Single-sided Print
☐ Double-sided Print
☐ Letterhead
☐ Transparencies
☐ Distribution

Paper
☐ 8 1/2 x 11
☐ 8 1/2 x 14
☐ 11 x 17
☐ Unpunched
☐ Punch Three-hole
☐ Color Paper
☐ Yellow ☐ Blue
☐ Pink ☐ Green
☐ Gold ☐ White

Finishing
☐ Collated
☐ Uncollated
☐ Staple (top left) ☐
☐ Staple (double stitch) ☐
☐ Staple (bottom left) ☐
☐ Heatbind
☐ Spiral
☐ Cut
☐ Cut/Pad
☐ Fold

Special Instructions:

________________________________________________________________________

Official Use Only — Do Not Write Below This Line

Billing for Special and/or Funded Projects:

Cost: __________________ Unit: ______ Impressions: __________

Supplies: _________________________________________________________________

Special Handling: _________________________________________________________

Total: __________ To be charged to: ____________________________

Per: __________________

Job assigned to: ☐ DUPL ☐ CPY ☐ __________

Completed by: __________________ Date: __________________

Location: ☐ Counter ☐ Back Room ☐ FLR

Retain last page.