

# LOS ANGELES VALLEY COLLEGE

Reprographics Services – (818) 947-2401

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## WORK REQUEST

For **ONLINE** use only

**NOTICE**  
Warning Concerning Copyright Restrictions

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyrighted material.

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This institution reserves the right to prohibit individual copying if, in its judgment, such copying would involve violation of the copyright law.

**OFFICE USE ONLY**

Job Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Printing \$ \_\_\_\_\_

Copier \_\_\_\_\_

Paper \_\_\_\_\_

Bind \_\_\_\_\_

Assembly \_\_\_\_\_

**SERVICES**

**COMPLETE ALL SECTIONS IN THIS FORM**

For all work requests please allow **A MINIMUM OF:**

24 Hours for Exams

72 Hours for all others

**TOTAL** \$ \_\_\_\_\_

First Name: \_\_\_\_\_ Last: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Fund/Cost Center: \_\_\_\_\_ Number of Originals: \_\_\_\_\_

Title of Work: \_\_\_\_\_

EXAM

All work will be printed **BACK-TO-BACK**  
unless you check  
"NO"  
here

| PAPER                             | CARDSTOCK                                | NCR-PAPER                       |
|-----------------------------------|--|---------------------------------|
| 8.5 x 11 <input type="checkbox"/> | 8.5 x 11 (only) <input type="checkbox"/> | 2-Part <input type="checkbox"/> |
| 8.5 x 14 <input type="checkbox"/> |  | 3-Part <input type="checkbox"/> |
| White <input type="checkbox"/>    | Color _____                              |                                 |
| Color _____                       |  |                                 |

Collate & Staple  Spiral   
 3-Hole Punch  Cut   
 Collate Only  Size \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

Received By: \_\_\_\_\_