

# Ricoh/ Las Positas College Copy Center Request Form



<b>Ricoh Professional Services Scan/Copy Center</b>		<b>JOB I.D. #</b> (FOR INTERNAL USE ONLY)	
<b>Contact Name:</b>		<b>Phone Number:</b>	
<b>Department:</b>		<b>User ID:</b>	

## INSTRUCTIONS:

Complete all applicable information below to ensure that your work can be properly completed.

For assistance **Call:** (925) 424-1850

**Email:** [copycenter@laspositascollege.edu](mailto:copycenter@laspositascollege.edu)

Date and Time Submitted:	Date and Time Required:	Type of Service:	Deliver to:
		<input type="checkbox"/> Standard (24 hr) <input type="checkbox"/> Extended (large jobs) <input type="checkbox"/> Express 30 min (small jobs)	<input type="checkbox"/> Keep in Copy Center <input type="checkbox"/> Mailroom(B100) (Building/ Room #)

Document Title:	# of Originals:	# of Copies/ Sets:	Collate/ Group:
			<input type="checkbox"/> Sort/ Collate <input type="checkbox"/> Stack/ Group
Type of Job:	Printing Method:		
<input type="checkbox"/> Black and White <input type="checkbox"/> Color Copies (Requires Administrator Approval) _____	<input type="checkbox"/> 1:1 sided <input type="checkbox"/> 2:1 sided	<input type="checkbox"/> 1:2 sided <input type="checkbox"/> Other	<input type="checkbox"/> 2:2 sided

## Paper

Paper Size:	Paper Type:	Paper Color:		
<input type="checkbox"/> 8 <sup>1/2</sup> x 11 <input type="checkbox"/> 8 <sup>1/2</sup> x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other	<input type="checkbox"/> 20 lb <input type="checkbox"/> Card Stock <input type="checkbox"/> 3 Part NCR <input type="checkbox"/> Transparencies <input type="checkbox"/> Supplied Stock	<input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> Pink <input type="checkbox"/> Green	<input type="checkbox"/> Goldenrod <input type="checkbox"/> Salmon <input type="checkbox"/> Ivory <input type="checkbox"/> Orchid <input type="checkbox"/> Grey	<input type="checkbox"/> Tan <input type="checkbox"/> Bright Colors _____

## Additional Services

Staple:	Punching:	Folding:	Resizing:
<input type="checkbox"/> Upper Left Corner <input type="checkbox"/> Bottom Left Corner <input type="checkbox"/> 2 Left <input type="checkbox"/> 2 Top <input type="checkbox"/> Other	<input type="checkbox"/> 2 Left <input type="checkbox"/> 2 Top <input type="checkbox"/> 3 Left <input type="checkbox"/> Other	<input type="checkbox"/> Half <input type="checkbox"/> Tri <input type="checkbox"/> Quarter <input type="checkbox"/> Other	<input type="checkbox"/> Enlarge    % <input type="checkbox"/> Reduce    % <input type="checkbox"/> Custom sizing (detail below)
Inserts:	Cutting:	Binding:	Shrink Wrapping:
<input type="checkbox"/> Cover <input type="checkbox"/> Tabs <input type="checkbox"/> Slip Sheets <input type="checkbox"/> Other	<input type="checkbox"/> Half <input type="checkbox"/> Thirds <input type="checkbox"/> Quarters <input type="checkbox"/> Other	<input type="checkbox"/> Fast Back (black tape)    pages <input type="checkbox"/> GBC (black comb) Padding <input type="checkbox"/> 50 sheets <input type="checkbox"/> 100 sheets	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Laminating:
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Services available off-site include:** Posters, Banners, Special Binding, Mounting, Graphic setup, Off-set press work. See LPC Copy Center staff for details!

**Special instructions/ comments:**

**Signature:**

**Date:**

**Any Job NOT picked up from the Copy Center by 6:50pm on the requested due date will be delivered to the Mail Room in Building 100 for requestor pick-up.**