Duplicating & Postal Center

Duplicating Request Form

NOTE: Completion time may vary depending on workload.

Date: _____

Contact Person: _____ **Phone Number:** _____

Department: _____ **Cost Account:** _____

Description: _____

Customer: ☐ **PICK UP** or ☐ **DELIVER to** ☐ **Main** ☐ **JMMC** ☐ **WS** ☐ **WFTC** ☐ **SV** ☐ **UNM** ☐ **ATC**

Originals	Copies	Printed	Staple	Hole Punch	Sort	Scan
		☐ 1 Sided	☐ Yes	☐ Yes	☐ Yes	☐ Flash Drive
		☐ 2 Sided	☐ No	☐ No	☐ No	☐ CD

Originals	Copies	Over 10 requires Dean authorization Color Copies	Laminate	Spiral Binding
		☐ 20 lbs	☐ Small 8.5x11	☐ Yes
		☐ Cardstock	☐ Large 11x17	☐ No

Plastic Covers	Tabs/ Inserts	Posters	NCR	Mailing	Folding
☐ Yes	☐ Yes	☐ Paper	☐ 2 ply	☐ Insert	☐ Z Fold
		☐ Matte (Vinyl)	☐ 3 ply	☐ Tabbing	☐ Letter
☐ No	☐ No	☐ Glossy (Vinyl)	☐ 4 ply	☐ Addressing	☐ Single

Special Instructions/ Miscellaneous Items:

Operator Initials: **Date Completed:**

Main Campus
Office Hours: M-F/ 7am-5pm
Phone: 224-4554

Montoya Campus
Office Hours: M-F/ 7am-5pm
Phone: 224-5822

West Side Campus
Office Hours: M-F/ 7am-4pm
Phone: 224-5333

NOTE: Accurate completion of this form will reduce the possibility of misunderstandings. In submitting this form, the requestor agrees and approves that all information is accurate and "Print Ready" DPC is not responsible for any typographic errors, deletions, fonts, file misprints, ECT. Prices are subject to change without notice.