

Directions:

Submit all in-print originals on white paper with no staples, tears, creases, or binding. Please place the Duplicating Request Form with your originals, paper clipped, in the drop-off basket in the Print Center if submitting in person. Please fill out Request form in its entirety, and ensure all information is correct before submitting. Online forms are located at monroeccc.edu. Please fill out the Duplicating Request Form and send the form and your file to: printcenter@monroeccc.edu | Ext. 4319

Information	Originals
Date Requested: _____	Number of Originals: _____
Date Required: _____ (Please allow at least three business days for completion)	If double-sided, please count each side as an original <input type="checkbox"/> One-sided <input type="checkbox"/> Two-Sided <input type="checkbox"/> Mixed (one and two-sided)
Originator: _____	Finishing Options
Phone Number / Email: _____	
Document Description: _____	Quantity: _____ <input type="checkbox"/> COLOR <input type="checkbox"/> B/W
Special Instructions: _____	<input type="checkbox"/> One-Sided <input type="checkbox"/> Two-Sided <input type="checkbox"/> Duplicate of Originals
Copyright Agreement	
<p>THIS SECTION MUST BE SIGNED</p> <p>I assert that I am not requesting any material that is protected by copyright and release the Print Center and MCCC from all related liability.</p>	
Signature: _____	Staple/Punching: <input type="checkbox"/> Single <input type="checkbox"/> Booklet <input type="checkbox"/> 3-Hole Punch
For Print Center Use ONLY	
<p>Chargebacks Add \$0.05 per page for cardstock and Astrobright paper</p>	
B/W Copies: _____ @ \$0.15	Posters/Lam: _____ @ \$2.50 Sq. Ft
Color Copies: _____ @ \$0.35	Poster Mounting: _____ @ \$12.00
Bindings: _____ @ \$1.00	Pad Gluing: _____ @ \$2.00/pad
Carbonless: _____ @ \$0.50	Folding: _____ @ \$0.03
Cutting: _____ @ \$2.00	Stapling: _____ @ \$0.01
Folding & Envelope Stuffing: _____ @ \$0.03	
Printing w/ provided paper: _____ @ \$0.10 / \$0.30	
Additional Costs: _____	
TOTAL COST: _____	
Completed by: _____ Date: _____	Paper Selection
Notes: _____	
Envelopes	
User-provided envelope description: _____	
Quantity of envelopes: _____	