

Miami Dade College Duplicating Center

JOB NO. _____

Description of Job _____

of Originals _____ # Copies of Each _____

Front & Back _____ One Sided _____

(All duplicating will be done on both sides of paper unless justified.)

Stock Size: Letter ___ Legal ___ Other ___

Color Stock Requested _____

Stock Provided: Yes _____ No _____

Bindery Instructions:

3-hole punch ___ Collate ___ Staple ___ Cut ___ Fold ___

Does any part of the attached materials contain copyright?

Yes _____ No _____ If yes, authorization must be signed.

AUTHORIZATION TO REPRODUCE COPYRIGHT MATERIAL

I hereby authorize the reproduction of attached copyright materials and certify that this is in compliance with current copyright laws.

Signature of Requestor:

_____ Date _____

Requested by _____

Department _____ Ext. _____

Department Account# _____

Date Submitted ___/___/___ Date Due ___/___/___

Department Head Authorization _____

*Color printing requested Yes _____ No _____

Departments will be charged \$0.07 for each color copy.

Instructor Pickup _____ Yes

Job Received By:

Date: