Lompoc Unified School District
Request for Quick-Printing

- Maximum number of copies **per original**: 200
- Maximum number of total copies: 2000
- Originals must be photocopier ready
- The only options available are shown on this form
- Copyrighted materials must be accompanied by a copyright release

**Fill this form out completely**
Incomplete instructions will result in unnecessary delays

1. **JOB NAME**
   Description of material to be copied

2. **NUMBER OF COPIES NEEDED**
   Date Needed
   Example: "30 copies of 4 originals"

3. **COPY PAPER**
   - 8.5" x 11" (letter)
   - 8.5" x 14" (legal)
   - 11" x 17" (ledger)

4. **CARDSTOCK**
   - 8.5" x 11"
   - 11" x 17"

5. **OTHER PAPER**
   (call for availability)

6. **COPY MODE**
   - Black print
   - Color print
   - OTHER INSTRUCTIONS

7. **COLLATE COPIES?**
   - YES
   - NO
   - N/A

8. **BINDING OPTIONS**
   - Stapling
   - Some restrictions apply

9. **DELIVER COPIES TO**
   Print Name
   School or Department

10. **APPROVED**
    Administrator’s Signature
    BUDGET #
    Required

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**For Printing Department Use • Do Not Write Below This Line**

- Number of Originals
- Paper:
- Copyright: OK □ VIOL □
- Product Code
- Job Number
- File Type/Location
- □ Press □ Copier □ Color
- Imp/set

- Received
- Completed
- Delivered
- Date
- Operator

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