



The City College Central Duplicating

650-6745

Department Account #: 265-001

650-6746

Department Tel#: 212-650-5407

Department English Building NAC Room 6/219 Date _____

Description of Materials:

Please allow five or more working days for duplicating request to be processed

Number of Originals: _____

Quantity per originals: _____

Total Quantity Run: _____

Note: Any person requesting copies of books, must obtain the necessary copyright Permissions.

Please Print

SPECIAL INSTRUCTIONS

- Back to Back _____
- Collate _____
- Staple _____
- Fold _____
- Bind _____
- Color _____
- Cut _____
- Other _____

For Official

Use ONLY

work completed
by Date: _____

Material Requested By _____

Date Needed By _____

Chairperson of Department _____

JOB NO. M _____