**MODULE request** (see semester deadlines)
Print Shop - Central Services - Los Medanos College

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REQUESTER  NAME OF READE	R/WORKBOOK			PRINT STYLE & BINDERY  COVER (paper/color)  PLAIN PAPER (all interior pages)  COLOR PAPER INSERTS (pre-press) (1 to 2 colors only, up to 10 insert areas)	OTHER MODULE SPECIFICS  ☐ NEW MODULE  ☐ REVISED (delete last file)  ☐ NO CHANGES (use previous file)	PRINT SHOP STAFF USE ONLY B#:
TODAY'S DATE	DUE DATE/SEM.	DEPARTMENT	EXT. / CONTACT		☐ DO NOT RE-USE COPIES FROM PRIOR VERSION/S	
STUDENT QTY.	# of ORIGINALS	+ INSTR. COPIES	B.S. AJSTD. QTY.	print on inserts leave blank	PRE-PRESS OPTIONS  ☐ CHAPTERIZE CONTENTS (start new subject on front-right pgs.)	by/qty/date:by/qty/date:by/qty/date:
PRINT SHOP STA	NT SHOP STAFF USE ONLY			☐ SINGLE SIDED (no back sides)	AUTO PAGE NUMBER	by/qty/date:
qty in this box:	box #of	+ disp. by:	final qty:	☐ 3-HOLE PUNCH	(alignment, starting at pg.#, etc.)	by/qty/date:
NOTE: Please fill out a seperate request for each master original/file submitted, and each semester needed. Copyrighted materials will not be printed without release from the publisher or author.  DEAN OR SUPERVISOR APPROVAL sign:				☐ NO HOLES NEEDED		by/qty/date:
				<del></del>	RE-MASTER ORIGINALS (combine files, enhance quality, etc.)	by/qty/date:binding finished by:
				☐ BRAD FASTENING ONLY		final box disposition by:
				COLLATE ONLY (I will provide alternative binding)	RUN ORIGINAL "AS IS" (the file is completely <b>print-ready</b> )	BILLING:

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<u>.</u>	and each semester needed. Copyrighted materials will not be printed without release from the publisher or author.				(must use brads if over 100 sheets)	(combine files, enhance quality, etc.)	binding finished by:
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