



SBCC Duplicating Request Form

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Purchase Order: _____ SKU: _____

Instructor: _____ Course: _____ Term: _____

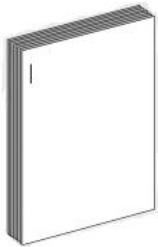
Date Submitted: _____ # of Pages: _____ Number of Copies: _____ Due Date: _____

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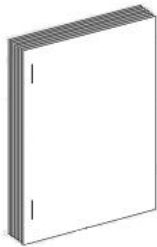
Color: Main Paper: _____ Cover: _____

Sides: SS DS As is Cover: Front Back Both

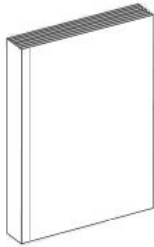
Finishing:



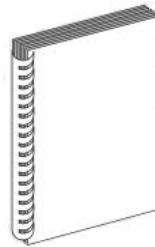
Staple 1



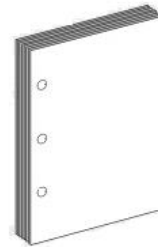
Staple 2



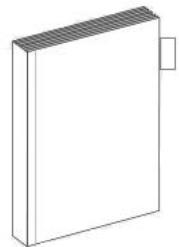
Shrink Wrap



Comb



3-Hole



Tabs

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5. Shrink Wrap: _____ @ _____ = .10

6. Strip Bind: _____ @ _____ = .50

7. Comb Bind >1" : # _____ @ _____ = 1.50

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11. Other: _____ @ _____ = _____

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