

Date Rcvd. _____

Date: _____

**RCCD Administrative Services Center
Copy Center/Word Processing Requisition Form**

CAADO Centennial Plaza
3801 Market Street, Riverside, CA 92501
(951) 222-8526
adminsupport.center@rcc.edu

Name: _____ Phone/Extension: _____
Required Date: _____ Time Needed: _____ Budget Code: _____
Department: _____ Office# _____ Email: _____
File Name/Subject: _____

*****Disclaimer:** *If we feel turn-around time is not feasible we will contact you for a discretionary solution.*

WORD PROCESSING

Please allow **4** working days

Service Type:

- Word
- Excel
- Power Point
- Adobe Acrobat PDF
- Interactive PDF Forms
- Transcribing

Document:

- New
- Revision
- Scrambled
- Final Copy

Options:

- CD Copy
- Email Proof Copy
- Hard Copy Proof
- Send To Copy

Technician Use Only

Technician: _____ Document Name: _____
Folder Name: _____ Number of Pages (New / Rev): _____

COPY OPTIONS

Please allow at least **3** working days

Exact # of Originals:


Copy Options:

- One Sided
- Two Sided
- Collate
- Stapled
- 3-Hole Punch
- Color (ink)

Paper Choices:

- Regular Cardstock
- Blue Salmon
- Green Yellow
- Pink White
- Paper Provided

Copies Requesting:

_____ 

DISTRIBUTION:

- Adjunct Mailbox
- All Mailboxes
- Mailbox
- Mailroom Shelves
- Nursing Cabinet

COLLEGE / SATELLITE:

- Moreno Valley
- Norco
- Riverside
- Culinary Academy
- District Offices (Centennial Plaza.)
- Corona
- MVDEC (Dental)
- PSET/Ben Clark
- Rubidoux
- Hold for Pick-up**

Special Instructions:

Technician Use Only

Copy Operator: _____ Date Completed _____ Sheets Used: _____
Packaging Type: _____ Charges: _____ Paper Type: color / white / cardstock / ink
Box/Package