



### WORK ORDER REQUEST

ISC E-mail: [sci\\_isc@csupomona.edu](mailto:sci_isc@csupomona.edu)

Office Hours: (M-F) 8:00 a.m. to 5:00 p.m.

Closed 12:00-1:00 (lunch)

Phones: 909.869.3431/5362

Bldg 8, Rm. 208

Sharon x5362 e-mail: [secruise](mailto:secruise)

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Ext. \_\_\_\_\_

Date In: \_\_\_\_\_ Date Needed: \_\_\_\_\_ Time  A.M.  P.M.



**No ASAPs**

# of Originals: \_\_\_\_\_ # of copies per originals: \_\_\_\_\_

- Offset**  
10-12 days turnaround  
(from pickup)
- Approximate Pickup/Delivery Times:**  
9:00 – 10:30 a.m.  
3:00 – 4:30 p.m.
- Quick Print**  
24-hour turnaround from pick-up time
- OCE Print Driver (GCS)**
- Blackboard**
- Scanning**

- Do in ISC**
- Create/Changes
- Transparency

**YOUR EM:** \_\_\_\_\_

**Special Instructions**

- Do Not Collate
- Collate Only
- Collate/Staple
- Original is B-to-B
- Back-to-Back (B-to-B)
- 2-hole Punch
- 3-hole Punch
- White Paper
- Cardstock/Paper**
- Blue  Green
- Yellow  Pink
- Goldenrod
- Salmon  Tan
- Gray
- Astrobrite



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