

Furlough:
Mar: (F)12,
26 Apr: (F)
9 & 23 May:
(F) 7 & 21
June: (F)
4 & 18
Name: _____

ISC WORK ORDER REQUEST

E-mail: sci_isc@csupomona.edu

Office Hours: (M-F) 8:00 a.m. to 5:00 p.m.
Closed 12:00-1:00 Phone: 909.869.5362/3431
Bldg 8, Rm. 208-Sharon e-mail: secruise

Dept.: _____ Ext. _____



Date In: _____ Date Nded: _____ Time A.M. P.M.

No ASAPs

of Originals: _____ # of copies Nded: _____

- Offset**
10-12 days turnaround
(from pickup)
 OCE-OFST
- Pickup/Delivery Times:**
9:00 – 10:30 a.m.
3:00 – 4:30 p.m.
(after, goes to next day)
- Quick Print**
24-hour turnaround
from pick-up Unless OCE
- OCE Print Driver (GCS)**
 Blackboard
 Scanning

- Work done in ISC**
- Create/Changes
- Do Not Collate
- Collate Only
- Collate/Staple
- Original is B-to-B
- Back-to-Back
- 2-hole Punch
- 3-hole Punch
- Cardstock**
- Paper**
- White Paper
- Green Pink
- Blue Tan
- Yellow Gray
- Goldenrod Salmon
- Astrobrite**
- Aqua Blue Lime Grn
- Cherry Lavender Orange

EM: _____

Special Instructions

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