REQUEST FOR PRINT SERVICES FORM **TICKET**

The REQUEST FOR PRINT SERVICES form **ticket** (ADM 071) is designed with specific areas to be completed by the person requesting copies. Only the work requested on the form **ticket** will be done, therefore, it is important that the form **ticket** be completed with all services and paper needs clearly indicated. When requesting **color copies** are sure to use a full color ticket (ADM 070). The form **ticket** has three (3) block sections to be completed. The left margin of the form **ticket** is for clocking the **time in**. The right margin of the form **ticket** is for clocking the **time out**. If the work is sent electronically or through intercampus mail, one of our operators will clock in and out your **ticket**.

**BLOCK ONE**

Clearly write or type your Department, Name, Ready Date, Colleague Number, Number of Originals, Copies Per Original, and Total Copies (impressions). **DEPARTMENT:** Clearly write or type the full name of the department, division or office. **NAME:** The name of the person that is requesting work will go in this field. Only Del Mar College employees (excluding student workers) are authorized to request work to be duplicated. If you have never requested work to be duplicated, check with your immediate supervisor for departmental/office rules or restrictions about using the budgeted account for duplicating. **READY DATE:** This date should be at least two days before you need to distribute your materials. For regular handouts and exams, we require (2) full working days between the clock in date and the pick up date. If you request your work to be delivered allow an additional day. **PICK UP OR DELIVERY:** If you choose to have your work delivered check the box with your campus. **Building, Room, and Delivery Attn:** These fields must have the information of the designated person that is authorized to receive print materials including exams. The delivery attn: is the person that is authorized to receive print materials not the instructor. Please do not put the name of the instructor in the Delivery Attn. field. **We do not deliver to instructors.** **ACCOUNT NUMBER:** Your complete colleague number is required on all Request for Print Services **ticket**. Your work request will not be processed if the **ticket** is incomplete. **NUMBER OF ORIGINALS:** The number of originals is the number of pages you need to have duplicated. If you have one sheet printed front and back, that is considered two (2) originals. **COPIES PER ORIGINAL:** The copies per original are how many “sets” you need. **TOTAL COPIES (IMPRESSIONS):** When you multiply the number of originals times the copies per original, you will have the total copies (impressions).

(EXAMPLE)  

<table>
<thead>
<tr>
<th>Number of Originals:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies per Original:</td>
<td>35</td>
</tr>
<tr>
<td>Total Copies (Impressions):</td>
<td>105</td>
</tr>
</tbody>
</table>

**BLOCK TWO**

This area is for requesting services, color paper or cover stock and for giving the operators additional instructions for any special handling of your material (such as: title of document, etc). Remember, when requesting additional services, your must check with the operators to be sure you have allowed enough time for all phases of the work to be completed (such as: binding, cutting, folding, etc.).
BLOCK THREE

Check the size of paper you require. Check Letterhead or Envelopes (special size).

SIDE AREAS

The left side of the form ticket'ls to Clock In your work to be done. After you have finished filling out the form ticket,"clock it in and leave it in the top of the file box on the counter. We work on a first come, first serve"basis. Therefore, it is important to clock in your form ticket."If you send your request electronically or through the campus mail, it will be clocked in by one of our operators when we receive it.

The right side of the form ticket'ls to Clock Out your work when you pick it up. If your work is being delivered one our operators will clock out your “ticket”. Clocking out the form ticket'ls important for many reasons. After you clock out the form ticket,'put the form ticket'ln the box under the counter where it is indicated: Completed Tickets."