



New York City College of Technology/CUNY

Digital Imaging Center Work Order

Number of Originals [ ] Copies of each [ ]

Black & White [ ] Color [ ]

Size: 8 1/2 x 11 [ ] 8 1/2 x 14 [ ] 11 x 17 [ ] Other: [ ] x [ ]

Services (Check any that apply):

Binding [ ] Collate [ ] Cut to size [ ] Fold [ ] Staple [ ]

Other instructions:

[ ]

In case of questions, Digital Imaging Center should contact the following:

Name [ ] Extension [ ]
Department [ ] Room: [ ]
Submitted by [ ]

All multi-page work will be printed double-sided, unless otherwise specified and approved