

**RCCD Administrative Support Center (RCCSO)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Required date: \_\_\_\_\_ Time: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Department/Office \_\_\_\_\_ Campus: \_\_\_\_\_

**WORD PROCESSING** \*\*\*Please allow at least 4 working days

<b>Service:</b>	<b>Document:</b>	<b>Options:</b>
<input type="checkbox"/> Word Processing	<input type="checkbox"/> New	<input type="checkbox"/> CD copy
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Revision	
<input type="checkbox"/> PDF-Adobe Acrobat	<input type="checkbox"/> Final Copy	E-mail _____

**Word Processing Technician**

Department: \_\_\_\_\_ Doc Name: \_\_\_\_\_

Completed by \_\_\_\_\_ Pages New/Rev: \_\_\_\_\_

**Duplicating** \*\*\*Please allow at least 3 working days

<b>Exact # of Originals:</b> _____	<b>Copy Options:</b>	<b>Paper Choices:</b>
	<input type="checkbox"/> One Sided	<input type="checkbox"/> Regular <input type="checkbox"/> Cardstock
	<input type="checkbox"/> Two Sided	
	<input type="checkbox"/> Collate	<input type="checkbox"/> White <input type="checkbox"/> Blue
<b>Copies Requested:</b> _____	<input type="checkbox"/> Stapled	<input type="checkbox"/> Salmon <input type="checkbox"/> Yellow
	<input type="checkbox"/> 3-hole punch	<input type="checkbox"/> Pink <input type="checkbox"/> Green
		<input type="checkbox"/> Other

<b>Distribution:</b>	<b>Campus:</b>	
<input type="checkbox"/> Mailroom Shelves	<input type="checkbox"/> Riverside	<input type="checkbox"/> RCCSO
<input type="checkbox"/> Nursing Cabinet	<input type="checkbox"/> Norco	<input type="checkbox"/> PSET
<input type="checkbox"/> Mailbox	<input type="checkbox"/> Moreno Valley	<input type="checkbox"/> MDEC
<input type="checkbox"/> Adjunct Mailbox	<input type="checkbox"/> MEC	<input type="checkbox"/> Rubidoux
<input type="checkbox"/> All Mailboxes	<input type="checkbox"/> RCCDO	

**Special Instructions:** \_\_\_\_\_

Copy Operator: \_\_\_\_\_ Sheets Used: \_\_\_\_\_ color/white

Date Completed: \_\_\_\_\_ Charges: \_\_\_\_\_