

Luzerne County Community College
Public Safety Training Institute
Request for Duplication

Must be submitted at least three (3) weeks in advance of "Start Date" to: Barbara Choma, Public Safety Training Institute, Luzerne County Community College, 1333 S. Prospect St., Nanticoke, PA 18634-3899

Course #: _____ Start Date: _____ Quantity: _____

Title of Material to be Duplicated: _____

Please Circle:

Collate: Yes No **Back-to-Back Printing:** Yes No

Cover: Yes No (Please indicate cover with note)

Staple: Yes No **Right Corner** Yes No **Side (2 staples)** Yes No

Tape Bind: Yes No

Paper Color: White Blue Yellow Pink Tan

Cover Color: White Blue Yellow Pink Tan

ALL PAGES MUST BE NUMBERED IN ORDER TO BE SUBMITTED TO OUR DUPLICATING DEPARTMENT

Special Instructions

Name, address and telephone number of requesting person (UPS mailing – No Post Office Boxes)

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number _____

Duplication Must Be in Accordance with the Copyright Act of 1976

This form is to be used also when requesting student manuals, etc.

Date Received: _____