Borough of Manhattan Community College REPROGRAPHICS USE ONLY JOB #: **INITIAL**: DATE: We accept correctly sized files in PDF format only via email. PAGES: NAME: DEPARTMENT: COPIES: OPTIONS: ROOM #: COLLATE 2 SIDED **STAPLE** DOUBLE STAPLE PHONE #: SADDLE STITCH CUT **FOLD MAILER** PICKUP LOCATION: SPIRAL BIND **VELO BIND** FILE TYPE: **SINGLES ENVELOPES EMAILED USB** LAMINATE 3 HOLE PUNCH (Singles Only) HARD COPY EXAM: HARD COPY PAPER SIZE: EMAILED: 8 1/2 x 11 (Letter Size) 8 1/2 x 14 (Legal Size) examsreprographics@bmcc.cuny.edu 11 x 17 (TABLOID MUST BE SUPPLIED) PAPER STOCK: COLLEGE WIDE DISTRIBUTION: CARD STOCK: B&W INK AND PLAIN PAPER ONLY COLOR PAPER _____ ONLY SELECT 1 OPTION IF WANT TO BE DISTRIBUTED COLLEGE WIDE: COLLEGE COMMUNITY (2900) PAPER SUPPLIED (# REAMS/BOXES) FULL TIME FACULTY (1200) COLOR INK: ADJUNCT FACULTY (1600)(COURSE MATERIAL ONLY CHAIRPERSON SIGNATURE) DEPARTMENT HEADS (100) REPROGRAPHICS USE ONLY: (ALL OTHER COLOR REQUEST VP/DEAN SIGNATURE) 199 CHAMBERS STREET S128 # (212) 220-8070 FITERMAN HALL LL53 (212) 346-8888 reprographics@bmcc.cuny.edu https://www.bmcc.cuny.edu/admin-planning/reprographics/ Faculty Walkup/Convenience copiers: Access granted to rooms and copiers with valid BMCC ID Main Building Fiterman Building 199 Chambers Street Rm. S-129 245 Greenwich Street, Rms. F-261, F-359, F-459 Murray Street 70 Murray Street Rms. M-210A M-317C, M-1016a, M-1116a, M-1216a