

Reprographics Services – Campus Print Solutions

Sonoma State University
tel: 707 664-2360 fax: 707 664-4119

Job No. _____

PRINTING SERVICE REQUEST FORM

Was this job quoted by Reprographics?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
Quote price: \$ _____	
Have job specifications changed since quote was given?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes

Date _____

Department _____ Budget Number (**REQUIRED**) _____

Contact person _____ Telephone _____ Deliver to _____

Name and description of job *(please include a copy of work to be reproduced)*

Quantity _____ 1-sided 2-sided **Deadline date** _____

New **Rerun (no changes)** **Revision**

Paper: _____

Ink: Black University Blue Other _____ Other _____ Other _____

Bindery: Collate Staples: # _____ Position _____ Tabs: # _____ Position _____ Laminate

Perforate Drill Holes: # _____ Position _____ Cut to _____ Pad

Fold *(check box)*: Face in Face out 4-fold  z-fold  letter-fold  half-fold 

Special Notes: _____

Standard SSU Business Cards Only	
Would you like your building and room listed? <input type="checkbox"/> No <input type="checkbox"/> Yes Building _____ Room _____	

FOR REPROGRAPHICS USE ONLY

STOCK: **Size sheet:** parent _____ pre-press _____ finished _____ # of sheets/signatures _____

Status: in stock tagged need to order

Grain: short long N/A

SERVICES: Graphics Printing Bindery: right angle fold embossing/foiling numbering: start # _____ die cut

Special Notes: _____

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I hereby authorize this service request. _____

Approved (Department Head)

Title