

PREVIOUS JOB #
(if available)

JOB #

ESTIMATE #

CLIENT INFORMATION

DATE IN

DUE DATE

DEPARTMENT

ORACLE #

P.O. # PURCHASE ORDER # REQUIRED ON ALL FOUNDATION ACCTS.

CONTACT NAME

TELEPHONE

FAX

BUILDING/RM #

MAIL CODE

E-MAIL

AUTHORIZED ACCOUNT SIGNATURE

San Diego State University
ReproGraphic Services
University Copy Center
5555 Canyon Crest Drive
San Diego, CA 92182-8520
MC-8520
(619) 594-2967 Phone
(619) 594-5074 Fax
repro@mail.sdsu.edu
<http://bfa.sdsu.edu/busserv/Reprographics.html>

JOB DESCRIPTION

PRINT COPY

QUANTITY	TITLE/DESCRIPTION
ITEM 1.	
ITEM 2.	
ITEM 3.	
ITEM 4.	

SPECIAL INSTRUCTIONS

ART: NEW EXACT REPRINT (Old Job # if available _____)
 REPRINT w/CHANGES (Old Job # if available _____)
 CUSTOMER FILES SUPPLIED w/CHANGES REPROGRAPHICS TO MAKE CHANGES

ARTWORK SUPPLIED VIA: E-MAIL DISK REPRODROPOFF SERVER

PROOFS: NONE PDF HARD COPY

PAPER

	STOCK DESCRIPTION	FINAL (FLAT SIZE)	FOLDED SIZE
	<i>EXAMPLE: 100# Gloss Text</i>	<i>11x17</i>	<i>8.5x11</i>
ITEM 1			
ITEM 2			
ITEM 3			
ITEM 4			

INK COLORS

# OF COLORS	SIDE ONE	SIDE TWO
4 2	<i>EXAMPLE CMYK</i>	<i>Black + Pantone 187</i>
	ITEM 1	
	ITEM 2	
	ITEM 3	
	ITEM 4	

SHIPPING INFORMATION

DELIVER TO:

BUILDING: ROOM #

FSC CERTIFIED COC# SCS-COC-001878

BINDERY

FOLD SIZE: _____

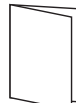
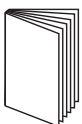
DRILL: 3-HOLE
 OTHER: _____

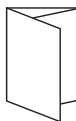
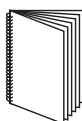
STITCH: SADDLE SIDE
 CORNER

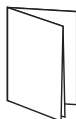

PAD: L R T B

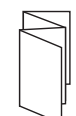

COLLATE PERF
 SCORE TAB
 LABEL INSERT

BINDERY OPTIONS

 1/2 FOLD
 PERFECT BIND

 LETTER FOLD
 COIL BIND

 RIGHT ANGLE FOLD
 WIRE-O BIND

 ACCORDION FOLD
 BARREL FOLD