

**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</i>	<i>Black + Pantone 187</i>
	ITEM 1	
	ITEM 2	
	ITEM 3	
	ITEM 4	

**SHIPPING INFORMATION**

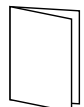

DELIVER TO:

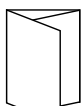

 BUILDING: ROOM #
**BINDERY**
**FOLD SIZE:** \_\_\_\_\_

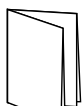

**DRILL:**  3-HOLE  
 OTHER: \_\_\_\_\_

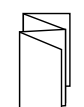
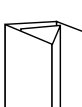
**STITCH:**  SADDLE     SIDE  
 CORNER

**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