

JOB #
JOB COST ESTIMATE

SAN DIEGO STATE UNIVERSITY
University Copy Center
 Business Services Bldg., X Lot
 5555 Canyon Crest Drive
 San Diego, CA 92182
 Phone: (619) 594-4521 or
 (619) 594-2967
 Fax: (619) 594-0143
 E-mail: copies@mail.sdsu.edu

CLIENT INFORMATION		DATE IN
DEPARTMENT		DUE DATE
ACCOUNT #		
P.O.#	PURCHASE ORDER REQUIRED ON ALL FOUNDATION ACCTS.	
CONTACT NAME		
TELEPHONE	FAX	
BUILDING/RM #	MAIL CODE	
E-MAIL		
AUTHORIZED ACCOUNT SIGNATURE		

JOB INFORMATION	
JOB NAME	
CONFIDENTIAL SPECIAL HANDLING REQUIRED (EXAMS)	
To ensure security handling, it is the originator's responsibility to mark "test" or "Confidential" on the work order and job package. No confidential printing orders should be sent through campus mail. Students should not be permitted to drop off or pick up tests. Persons other than originators picking up a confidential order must present a Form DRF-01 signed by the originators. This form authorizes release of materials.	
ARTWORK SUPPLIED:	HARD COPY
DIGITAL FILE TYPE:	
DIGITAL FILE NAME	FILE TYPE
FILE 1	POSTSCRIPT ACROBAT
FILE 2	POSTSCRIPT ACROBAT
FILE 3	POSTSCRIPT ACROBAT
MEDIA SENT	E-MAIL FLOPPY DISK

COPY SPECIFICATIONS	
NUMBER OF ORIGINALS	NUMBER OF COPIES
8 1/2 X 11	8 1/2 X 14
1 SIDE	2 SIDES
COVER	1 SIDE 2 SIDES
SCALING:	NO SCALING NEEDED REDUCE TO ENLARGE TO

PAPER STOCK	
WHITE	20 LB. TEXT 60 LB. TEXT 65 LB. COVER
ASTROBRITE	20 LB. TEXT 60 LB. TEXT 65 LB. COVER
OTHER	NAME OF COLOR
TRANSPARENCY	
TABS NEEDED	

COLOR COPIES	
ACCENT COLORS	(TONER LIMITED TO BLACK, RED, YELLOW, BLUE)
RED	BLUE YELLOW

The University Copy Center's Imagesource 70(IS-70) provides High Definition laser quality imaging on jobs sent to the printer as a digital file. Acceptable file formats are PostScript (.ps) and Adobe Acrobat (.pdf). In addition to Black, the IS-70 can print up to 3 accent colors (Blue, Red and Yellow) to attract attention and add impact to key points in text and graphics. (Please ask us about the Color Mixing Chart when creating colors to image on the IS-70.)

The automatic finishing capabilities of this machine reduces the normal delivery turn around on saddle-stitched booklets. Finished booklet sizes available are 8 1/2 by 5 1/2 and 8 1/2 by 11. Please call for pricing on jobs requiring 11 x 17 spreads.

Please provide one sample of accent color job before printing the entire job.

FULL-COLOR	
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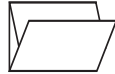







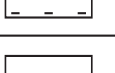
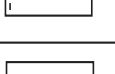
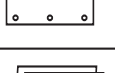
SPECIAL INSTRUCTIONS	

<input type="checkbox"/> DELIVERY REQUESTED	<input type="checkbox"/> DIFFERENT ADDRESS THAN ABOVE
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RECEIVED BY: _____ DATE RECEIVED: _____

Note: Copyrighted materials will only be duplicated after written permission from the copyright holder is obtained or after the requestor signs a "Waiver of Copyright Responsibility" releasing the University from liability.

BINDERY OPTIONS

<input type="checkbox"/>		1/2 FOLD
<input type="checkbox"/>		LETTER FOLD
<input type="checkbox"/>		RIGHT ANGLE FOLD
<input type="checkbox"/>		ACCORDION FOLD
<input type="checkbox"/>		BARREL FOLD
<input type="checkbox"/>		SADDLE STITCH
<input type="checkbox"/>		COMB BIND
<input type="checkbox"/>		COIL BIND
<input type="checkbox"/>		SIDE STITCH
<input type="checkbox"/>		STAPLE UPPER LEFT
<input type="checkbox"/>		3-HOLE PUNCH
<input type="checkbox"/>		PERFORATE SCORE

TOTAL COST OF JOB