

**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) 594-0143 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  SFI CERTIFIED # C0005468-CC2

### BINDERY

FOLD SIZE: \_\_\_\_\_


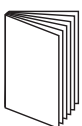
DRILL:  3-HOLE  OTHER: \_\_\_\_\_

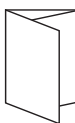
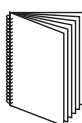
STITCH:  SADDLE  SIDE  CORNER

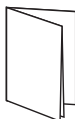

PAD:  L  R  T  B

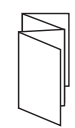

COLLATE  PERF  
 SCORE  TAB  
 LABEL  INSERT

### BINDERY OPTIONS

  1/2 FOLD   PERFECT BIND

  LETTER FOLD   COIL BIND

  RIGHT ANGLE FOLD   WIRE-O BIND

  ACCORDION FOLD   BARREL FOLD