

REQUESTER		<b>PRINT SIZE &amp; STYLE</b> <input type="checkbox"/> BLACK/GRAY <input type="checkbox"/> FULL COLOR <input type="checkbox"/> 8 1/2 X11 <input type="checkbox"/> 8 1/2 X14 <input type="checkbox"/> 11 X17 <input type="checkbox"/> NCR, # of parts (2-4) _____ <input type="checkbox"/> 8 1/2 X11 BOOKLET (folded) <input type="checkbox"/> 5 1/2 X8 1/2 BOOKLET (folded) <input type="checkbox"/> PLAIN PAPER <input type="checkbox"/> OTHER (front) _____ (guts) _____ (back)	<b>BUYING STOCK</b> <input type="checkbox"/> ENVELOPES, type _____ <input type="checkbox"/> LETTERHEAD, type _____ <input type="checkbox"/> PAPER PURCHASE, description (size, wght., color, etc.) _____	<b>FINISHING &amp; BINDERY</b> <input type="checkbox"/> STAPLES (1 or 2) _____ <input type="checkbox"/> COLLATE ONLY (no staple) <input type="checkbox"/> GROUP (like pgs. together) <input type="checkbox"/> SINGLE SIDED (no back sides) <input type="checkbox"/> BRAD FASTENING <input type="checkbox"/> HOLE PUNCH, type _____ <input type="checkbox"/> CUT, sizes _____ <input type="checkbox"/> PAD/GLUE, side _____ <input type="checkbox"/> FOLD, style _____
NAME OF JOB				
TODAY'S DATE	DUE DATE/HR.			
QTY. NEEDED	# of ORIGINALS			
CODE or DEPT.	<input type="checkbox"/> EXAM to be packaged	<b>SPECIAL NOTES/REQUESTS</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <b>EMAIL ORDER</b> <b>printshop@losmedanos.edu</b> Fill out a separate request for each attachment. A staff member will reply by the next business day. Call ahead with any "rush" (immediate) orders.  Access <b>Print &amp; Stock</b> (PDF) forms: <a href="http://www.losmedanos.edu/copycenter">www.losmedanos.edu/copycenter</a>	
<input type="checkbox"/> DELIVER TO BRENTWOOD CENTER 3 work days minimum turnaround				
<input type="checkbox"/> I WILL PICK-UP @ PRINT SHOP Stop regular delivery of this job/s				
TA/ASSISTANT PICK-UP APPROVAL sign: _____				
<b>PRINT SHOP STAFF USE ONLY</b>				
by/code/date: _____				
by/code/date: _____				
disposition by: _____				
<b>BILLING:</b>				

REQUESTER		<b>PRINT SIZE &amp; STYLE</b> <input type="checkbox"/> BLACK/GRAY <input type="checkbox"/> FULL COLOR <input type="checkbox"/> 8 1/2 X11 <input type="checkbox"/> 8 1/2 X14 <input type="checkbox"/> 11 X17 <input type="checkbox"/> NCR, # of parts (2-4) _____ <input type="checkbox"/> 8 1/2 X11 BOOKLET (folded) <input type="checkbox"/> 5 1/2 X8 1/2 BOOKLET (folded) <input type="checkbox"/> PLAIN PAPER <input type="checkbox"/> OTHER (front) _____ (guts) _____ (back)	<b>BUYING STOCK</b> <input type="checkbox"/> ENVELOPES, type _____ <input type="checkbox"/> LETTERHEAD, type _____ <input type="checkbox"/> PAPER PURCHASE, description (size, wght., color, etc.) _____	<b>FINISHING &amp; BINDERY</b> <input type="checkbox"/> STAPLES (1 or 2) _____ <input type="checkbox"/> COLLATE ONLY (no staple) <input type="checkbox"/> GROUP (like pgs. together) <input type="checkbox"/> SINGLE SIDED (no back sides) <input type="checkbox"/> BRAD FASTENING <input type="checkbox"/> HOLE PUNCH, type _____ <input type="checkbox"/> CUT, sizes _____ <input type="checkbox"/> PAD/GLUE, side _____ <input type="checkbox"/> FOLD, style _____
NAME OF JOB				
TODAY'S DATE	DUE DATE/HR.			
QTY. NEEDED	# of ORIGINALS			
CODE or DEPT.	<input type="checkbox"/> EXAM to be packaged	<b>SPECIAL NOTES/REQUESTS</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <b>EMAIL ORDER</b> <b>printshop@losmedanos.edu</b> Fill out a separate request for each attachment. A staff member will reply by the next business day. Call ahead with any "rush" (immediate) orders.  Access <b>Print &amp; Stock</b> (PDF) forms: <a href="http://www.losmedanos.edu/copycenter">www.losmedanos.edu/copycenter</a>	
<input type="checkbox"/> DELIVER TO BRENTWOOD CENTER 3 work days minimum turnaround				
<input type="checkbox"/> I WILL PICK-UP @ PRINT SHOP Stop regular delivery of this job/s				
TA/ASSISTANT PICK-UP APPROVAL sign: _____				
<b>PRINT SHOP STAFF USE ONLY</b>				
by/code/date: _____				
by/code/date: _____				
disposition by: _____				
<b>BILLING:</b>				

REQUESTER		<b>PRINT SIZE &amp; STYLE</b> <input type="checkbox"/> BLACK/GRAY <input type="checkbox"/> FULL COLOR <input type="checkbox"/> 8 1/2 X11 <input type="checkbox"/> 8 1/2 X14 <input type="checkbox"/> 11 X17 <input type="checkbox"/> NCR, # of parts (2-4) _____ <input type="checkbox"/> 8 1/2 X11 BOOKLET (folded) <input type="checkbox"/> 5 1/2 X8 1/2 BOOKLET (folded) <input type="checkbox"/> PLAIN PAPER <input type="checkbox"/> OTHER (front) _____ (guts) _____ (back)	<b>BUYING STOCK</b> <input type="checkbox"/> ENVELOPES, type _____ <input type="checkbox"/> LETTERHEAD, type _____ <input type="checkbox"/> PAPER PURCHASE, description (size, wght., color, etc.) _____	<b>FINISHING &amp; BINDERY</b> <input type="checkbox"/> STAPLES (1 or 2) _____ <input type="checkbox"/> COLLATE ONLY (no staple) <input type="checkbox"/> GROUP (like pgs. together) <input type="checkbox"/> SINGLE SIDED (no back sides) <input type="checkbox"/> BRAD FASTENING <input type="checkbox"/> HOLE PUNCH, type _____ <input type="checkbox"/> CUT, sizes _____ <input type="checkbox"/> PAD/GLUE, side _____ <input type="checkbox"/> FOLD, style _____
NAME OF JOB				
TODAY'S DATE	DUE DATE/HR.			
QTY. NEEDED	# of ORIGINALS			
CODE or DEPT.	<input type="checkbox"/> EXAM to be packaged	<b>SPECIAL NOTES/REQUESTS</b> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<input type="checkbox"/> <b>EMAIL ORDER</b> <b>printshop@losmedanos.edu</b> Fill out a separate request for each attachment. A staff member will reply by the next business day. Call ahead with any "rush" (immediate) orders.  Access <b>Print &amp; Stock</b> (PDF) forms: <a href="http://www.losmedanos.edu/copycenter">www.losmedanos.edu/copycenter</a>	
<input type="checkbox"/> DELIVER TO BRENTWOOD CENTER 3 work days minimum turnaround				
<input type="checkbox"/> I WILL PICK-UP @ PRINT SHOP Stop regular delivery of this job/s				
TA/ASSISTANT PICK-UP APPROVAL sign: _____				
<b>PRINT SHOP STAFF USE ONLY</b>				
by/code/date: _____				
by/code/date: _____				
disposition by: _____				
<b>BILLING:</b>				