varies) ollege	REQUESTER		PRINT SIZE & STYLE	BUYING STOCK	FINISHING & BINDERY
PRINT & STOCK request (turnaround varies) Print Shop - Central Services - Los Medanos College			BLACK/GRAY DFULL COLOR	ENVELOPES, type	STAPLES (1 or 2)
	NAME OF JOB		🔲 81/2 X11 🔲 81/2 X14 🔲 11 X17	LETTERHEAD, type	COLLATE ONLY (no staple)
			NCR , # of parts (2-4)		GROUP (like pgs. together)
	TODAY'S DATE	DUE DATE/HR.	B1/2 X11 BOOKLET (folded)	description (size, wght., color, etc.)	SINGLE SIDED (no back sides)
			51/2X81/2 BOOKLET (folded)		BRAD FASTENING
	OTY. NEEDED	# of ORIGINALS	DIAIN PAPER OTHER (front)	(guts)(back)	HOLE PUNCH, type
	CODE or DEPT.	EXAM to be packaged RENTWOOD CENTER mum turnaround P @ PRINT SHOP	SPECIAL NOTES/REQUESTS	EMAIL ORDER printshop@losmedanos.edu Fill out a seperate request for each attachment. A staff member will reply by the next business day. Call ahead with any "rush" (immediate) orders. Access Print & Stock (PDF) forms: www.losmedanos.edu/copycenter	CUT, sizes PAD/GLUE, side FOLD, style PRINT SHOP STAFF USE ONLY by/code/date: by/code/date: disposition by: BILLING:

varies) ollege	REQUESTER		PRINT SIZE & STYLE	BUYING STOCK	FINISHING & BINDERY
d va Coll			BLACK/GRAY DFULL COLOR	ENVELOPES, type	STAPLES (1 or 2)
os (NAME OF JOB		8 1/2 X11 8 1/2 X14 1 1 X17	LETTERHEAD, type	COLLATE ONLY (no staple)
CK request (<i>turnaround varies</i>) ral Services - Los Medanos College			NCR , # of parts (2-4)		GROUP (like pgs. together)
	TODAY'S DATE	DUE DATE/HR.	81/2 X11 BOOKLET (folded)	description (size, wght., color, etc.)	SINGLE SIDED (no back sides)
			51/2X81/2 BOOKLET (folded)		BRAD FASTENING
	OTY. NEEDED	# of ORIGINALS	PLAIN PAPER OTHER (front)_	(guts)(back)	HOLE PUNCH, type
	QT III LED ED				CUT, sizes
			SPECIAL NOTES/REQUESTS	EMAIL ORDER printshop@losmedanos.edu Fill out a seperate request for each attachment. A staff	PAD/GLUE, side
	CODE or DEPT.	EXAM to be packaged			FOLD, style
ent C					PRINT SHOP STAFF USE ONLY
RINT & SI int Shop - C	DELIVER TO BRENTWOOD CENTER 3 work days minimum turnaround			member will reply by the next business day. Call ahead with	by/code/date:
				any "rush" (immediate) orders.	by/code/date:
	I WILL PICK-UP @ PRINT SHOP		TA/ASSISTANT PICK-UP APPROVAL	Access Print & Stock (PDF) forms:	disposition by:
Lint K			sign:	www.losmedanos.edu/copycenter	BILLING:

varies) ollege	REQUESTER		PRINT SIZE & STYLE	BUYING STOCK	FINISHING & BINDERY
CK request (<i>turnaround varies</i> , ral Services - Los Medanos College			BLACK/GRAY DFULL COLOR	ENVELOPES, type	STAPLES (1 or 2)
	NAME OF JOB		🖸 81/2 X11 🗖 81/2 X14 🗖 11 X17	LETTERHEAD, type	COLLATE ONLY (no staple)
			NCR , # of parts (2-4)		GROUP (like pgs. together)
	TODAY'S DATE	DUE DATE/HR.	81/2 X11 BOOKLET (folded)	description (size, wght., color, etc.)	SINGLE SIDED (no back sides)
			51/2X81/2 BOOKLET (folded)	<u> </u>	BRAD FASTENING
	OTY. NEEDED	# of ORIGINALS	PLAIN PAPER OTHER (front)_	(guts)(back)	HOLE PUNCH, type
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			SPECIAL NOTES/REQUESTS	EMAIL ORDER printshop@losmedanos.edu	PAD/GLUE, side
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er C		to be packaged		each attachment. A staff	PRINT SHOP STAFF USE ONLY
rint Shop - Co	DELIVER TO BRENTWOOD CENTER 3 work days minimum turnaround			member will reply by the next business day. Call ahead with	by/code/date:
				any "rush" (immediate) orders.	by/code/date:
	I WILL PICK-UP @ PRINT SHOP		TA/ASSISTANT PICK-UP APPROVAL	Access Print & Stock (PDF) forms:	disposition by:
	Stop regular delivery of this job/s		sign:	www.losmedanos.edu/copycenter	BILLING: