

Test Material to be kept in locked location



# PRINT SERVICES REQUEST FORM

Description/Title of Work: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Requested By Date: \_\_\_\_\_

**Job Type:**

- Learning Materials       Marketing/Promotional Materials       Office Supplies
- Instructional Supplies       Other: \_\_\_\_\_

Page Count - Original: \_\_\_\_\_ Copies Needed: \_\_\_\_\_

**Job Specifications:**

**General**

- Color or  B/W
- 1-sided or  2-sided
- Collated or  non-collated
- Paper Size**
- 8 ½ x 11       8 ½ x 14       11 x 17
- 8 ½ x 5 ½       Other: \_\_\_\_\_

**Paper Weight**

- 20 LB       Card Stock

**Paper Color**

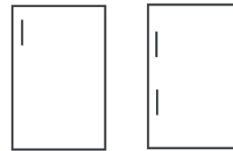
- White     Blue     Pink     Yellow
- Buff     Green     Golden Rod (20 lb. only)

**Finishing**

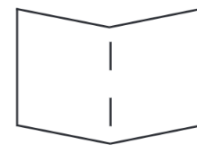
- 3-Hole Punch
- Cutting
- Padding
- Comb Binding
- Saddlestitch

**Finishing, Continued**

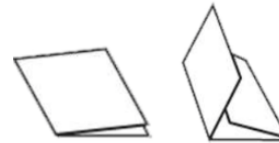
Stapling       Single       Double



Stapling -  Booklet – Folded & 2 Staples



Folding       Half       Tri-Fold



Shrinkwrap

Bookstore Prep

**NCR (Carbonless paper)**

2 part       3 part    4 part    5 part

**Notes/Details/Other (please provide additional information to describe your print job):**

Please allow 48 hours minimum for testing materials and 1 week for all other print requests.

Print jobs may be picked up from the Print Shop, Building 4000 or sent through interoffice mail.

Pickup  Interoffice mail Part-time faculty, please indicate which area mailbox you would like your job delivered to: LLRC, CJT, HEOC, PAC, PE, UVC. \_\_\_\_\_

Requester Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Budget codes: \_\_\_\_\_  
Fund Activity PG Object Budget Center

Budget Codes are required.

Approved by: Budget Center Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit completed form to the Print Shop, Building 4000 or to*

*[printshop@napavalley.edu](mailto:printshop@napavalley.edu) . Please call Rick Foley at 707-256-7586 for questions or to discuss your project.*