

Test Material to be kept in locked location



Note: Save this form to your hard drive before submitting

PRINT SERVICES REQUEST FORM

Requestor Name: _____

Description/Title of Work: _____

Today's Date: _____ Requested By Date: _____

Job Type:

Learning & Classroom Materials Marketing/Promotional/Outreach Materials Office & Supplies Forms

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

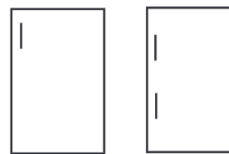
- White Blue Pink Yellow
- Buff Green Golden Rod (20 lb. only)

Finishing

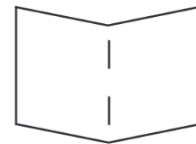
- 3-Hole Punch
- Cutting
- Padding
- Comb Binding
- Saddle stitch

Finishing, Continued

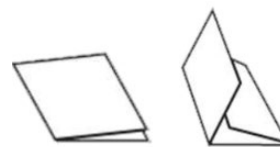
Stapling Single Double



Stapling - Booklet – Folded & 2 Staples



Folding Half Tri-Fold



Shrink-wrap

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: _____

Submit completed form and your materials by email to Print.shop@napavalley.edu or by interoffice mail to Building 4000. Please call Rick Foley at (707) 256-7586 for questions or to discuss your project.