



**Print Services Napa Valley College**  
Questions email: [print.shop@napavalley.edu](mailto:print.shop@napavalley.edu)

# PRINTING REQUEST

☐ Request a Quote  
Estimated Cost: \_\_\_\_\_

NVC PRINTSHOP USE ONLY

DEPARTMENT

REQUESTED BY(FIRST & LAST NAME)

DATE NEEDED

ORDER NAME/DESCRIPTION

EMAIL

PHONE

## BUDGET CODES (REQUIRED)

Fund - Act. - P.G. - Object - Budget Center

Budget Center Manager Name (Please Print) \_\_\_\_\_

## COPYRIGHT CERTIFICATION - MANDATORY

I certify that this request is not in violation of copyright law.

\_\_\_\_\_  
Type Signature Here

## Print Shop Object Codes

**55891** = Marketing & Advertising – flyers, posters, mass mailing, brochures, ads,

**54510** = Office Supplies – envelopes, stationery, business cards

**54310** = Instructional Supplies – anything used in the classroom for instructional purposes for classes that DO NOT have a materials fee

**54320** = Instructional Supplies Material Fees - anything used in the classroom for instructional purposes for classes that DO have a materials fee

## SPECIAL INSTRUCTIONS (Notes/Details/Other)

### NUMBER OF SHEETS

(Originals)(the number of sheets of paper in each set of the finished package)

### NUMBER OF SETS/COPIES

(the number of finished copies of the original package)

### PRINTING MODE

- ☐ 1 sided originals → 1 sided copies  
☐ 1 sided originals → 2 sided copies  
☐ 2 sided originals → 1 sided copies  
☐ 2 sided originals → 2 sided copies

### FINISH SIZE:

- ☐ 8.5 x 11  
☐ 8.5 x 14  
☐ 11 x 17

### COLOR / B&W

- ☐ Color  
☐ Black & White

### PAPER TYPE:

☐ Exactly as sample attached

### COLOR

- ☐ White ☐ Pink  
☐ Blue ☐ Yellow  
☐ Buff ☐ Green  
☐ Goldenrod (20lb only)

### WEIGHT

☐ Card Stock ☐ 20lb

### NCR

- ☐ 2 Part  
☐ 3 Part

### ENVELOPES

- ☐ #10 Regular  
☐ #10 LEFT Window  
☐ \_\_\_\_\_

### SPECIALTY

- ☐ Label (White)  
☐ Tabs \_\_\_\_\_

### DELIVERY/PICKUP:

- ☐ Pickup at Printshop (4000)  
☐ Delivery To Dept./Room# \_\_\_\_\_

Delivery To Bldg. Mail Drops;

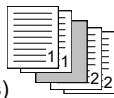
- ☐ LLRC/1700 ☐ UVC  
☐ CJT/1000 ☐ PE/600  
☐ HEOC/800 ☐ PAC/100

## BINDERY (Mark all that are applicable)

☐ COLLATE



☐ STACK  
(NO COLLATING):  
(with blank slip sheets)



☐ 3-HOLE PUNCH



☐ COMB BIND



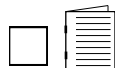
### STAPLE:



1 staple upper left

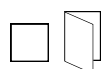


2 staples on left margin

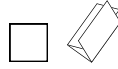


Booklet: 2 staples along spine, Folded 1/2 (Saddle Stitch)

### FOLD:

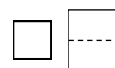


1/2 Fold

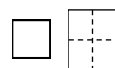


Tri-Fold (Letter)

### CUT:



Half



Quarters

☐ \_\_\_\_\_

### PAD:

Total Number of Pads

Sheets per Pad

☐ 100 or \_\_\_\_\_

### Finishing

- ☐ Shrink Wrap  
☐ Laminating

### Scan Job

☐ Scan Included Documents

Desired File Format: \_\_\_\_\_

Scanned Document Destination \_\_\_\_\_