



Print Services Napa Valley College
Questions email: 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;

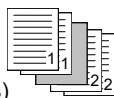
- ☐ LLRC/1700 ☐ UVC
☐ CJT/1000 ☐ PE/600
☐ HEOC/800 ☐ PAC/100

BINDERY (Mark all that are applicable)

☐ COLLATE



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



☐ 3-HOLE PUNCH



☐ COMB BIND



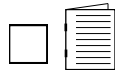
STAPLE:



1 staple upper left

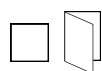


2 staples on left margin

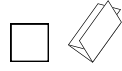


Booklet: 2 staples along spine, Folded 1/2 (Saddle Stitch)

FOLD:

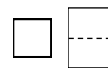


1/2 Fold

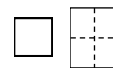


Tri-Fold (Letter)

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 _____