



PRINT SERVICES REQUEST FORM

BOOKSTORE ONLY

USE OF PRINT SERVICES: * A minimum of 24 hours is required for any work submitted. For any questions please contact staff 209-384-6265.

A valid account number and proper authorization to utilize the account number is required of all work submitted. When submitting a print request, the department will assume that proper authorization to utilize our services has been granted. The requester assumes responsibility for any charges due where permission has not been given.

BY SUBMITTING THIS FORM YOU AGREE TO THE TERMS OUTLINED BELOW:

The requestor assumes full liability for any work submitted. Any customer requesting, or using, copyrighted work for purposes in excess of "fair use with proper permission" is liable for copyright infringement and is subject to civil and criminal penalties. We reserve the right to refuse a print request if, in our judgment, fulfillment would involve any violation of copyright law. In such circumstances, an authorizing official's permission will be required before proceeding with the print request.

DATE OF REQUEST	DATE REQUIRED	REQUESTER	REQUESTER PHONE #
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TITLE OF WORK	P.O. NO.	SKU NO.	*ADDITIONAL REMARKS <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
CHARGE TO : (ACCOUNT NUMBER)			
DELIVER TO:			

STATUS OF MATERIALS	SECURITY REQUIRED?	NUMBER OF ORIGINALS	NUMBER OF COPIES	PRINTING	B&W	COLOR
Copy Ready	Yes	1 Sided or 2		1 Side		Head to Head
COMPOSITION NEEDED	No			Back to Back		Head to Foot

PAPER	SIZE	TYPE	COLOR	NCR
			Specify	
COLLATE	Yes No	STAPLE	Yes No	INK COLOR (Color Work Only) Full Color *Other *(Specify) _____
FOLD	Single Letter	*Per Sample		
CUT	Yes Size	PAD	Top Side	
DRILL	3 Hole 2 Hole	Side Top		
BOOKLET	Yes No			

Need a service not listed? or special requirements?
Please contact staff

NUMBER OF IMPRESSIONS _____

FOR PRINTING SERVICES USE ONLY

MATERIALS	Price per Book
Printing Plates _____ @ _____ = _____	
▣ Press Impressions _____ @ _____ = _____	
▣ Color Impressions _____ @ _____ = _____	
▣ Copier Impressions _____ @ _____ = _____	
▣ Envelope Impressions _____ @ _____ = _____	
• White Paper _____ @ _____ = _____	
• Glossy Paper _____ @ _____ = _____	
• Colored Paper _____ @ _____ = _____	
• Cover Stock Paper _____ @ _____ = _____	
• Special Order/Mis. _____ @ _____ = _____	
• NCR _____ @ _____ = _____	
• Envelopes _____ @ _____ = _____	
• Laminating _____ @ _____ = _____	
• Comb Binding _____ @ _____ = _____	
TOTAL _____	
* Overhead _____	

LABOR (in minutes)
 Duplicating Labor _____ min @ _____ = TOTAL LABOR _____

TOTAL COST _____