

Mt. San Jacinto College Request for Printing - Online Form

THIS FORM IS FOR E-MAIL USE ONLY—Send as attachment (DO NOT PRINT)

Directions to fill out form: Use the **TAB** key or **MOUSE** to move to each gray box and drop down boxes. Use **MOUSE** to click in check boxes. **Do Not use the Enter or Return Key.**

Requested by:	Dept:
Course:	Section#:
Ext. or Phone:	Office Hours:
Date:	Date Required: <i>(DO NOT USE ASAP)</i>
Document Name <i>(Must fill in):</i>	

PRINT SHOP OFFICE USE ONLY	
Log Number _____	
Budget Code:	
DELIVER TO: Must check one	
San Jacinto Campus	
Menifee Valley Campus	
Temecula Office	
San Gorgonio Pass Office	
Other:	
Call Ext. #	
Hold—Pick up at:	

Be Aware of Copyright Laws

INSTRUCTIONS *Please fill in completely.*

Number of <i>Finished</i> Copies/Sets:	NCR Forms # of parts:
Transparencies:	What color?
Paper color:	Color ink:
Cover(s):	Color?
Print on Both Sides?	Poster:
Collate:	Keep in separate stacks:
Staple:	
*Perfect Bind: <i>*Booklets, etc. thickness must be 25 min to 300 max sheets</i>	
Punch – 3 hole:	Shrink Wrap:
Fold:	Pads: How many Pads?
Numbering: <i>(Tickets, forms)</i> Start #:	
Finish #:	

—Special Instructions—

Do Not Write Below — Print Shop Office Use Only

Date Completed _____ By _____
Material Used _____

Do Not Write Below — Print Shop Office Use Only		
PREP	PRESS	BINDERY
Negs _____	paper _____	
Flats _____		
Plates _____		
Other _____		
Labor _____	labor _____	labor _____

Description	Quantity	Unit Price	Cost
Paper			
Supplies			
Labor			