



Graphics Department Print Job Request Form

Today's Date:

☐ **Doheny**10 Chester Place
Los Angeles, CA 90007☐ **Chalon**12001 Chalon Road
Los Angeles, CA 90049Save this form to your desktop and email to graphics@msmc.la.edu

Account #	<input type="text"/>	Phone/Ext:	<input type="text"/>
Department:	<input type="text"/>		
Ordered by:	<input type="text"/>		
Email:	<input type="text"/>		

Print Job Instruction/comments:
<input type="text"/>

COPIES

(on White, 20lb bond, 30% recycle paper)

☐ **BLACK & WHITE** ☐ **FULL COLOR**Originals: Sets: Total: ☐ 1 to 1 sided☐ 1 to 2 sided☐ 2 to 2 sided☐ 2 to 2 sided☐ White paper (28lbs)☐ Color paper (plain)☐ Color paper (thick)☐ Other: ☐ Stapling (left upper corner)☐ Hole Punch☐ Lamination☐ Saddle-Stitch Bind☐ Folding (select one)☐ **Coil Book Binding**

1/2 Fold



Tri-fold



Z-Fold

Please contact your
print center for colors
available for coil binding

STATIONARY

Letterhead

Quantity: ☐ MSMC Letterhead (orders over 5,000)☐ Personalized MSMC Letterhead (orders under 5,000 pieces)Department: Address: ☐ **Doheny** ☐ **Chalon**

Envelopes

Quantity: ☐ Regular Envelopes☐ Window☐ Black & White☐ Size 10☐ Size 9☐ MSMC Envelopes☐ Other: ☐ Personalized MSMC Envelopes (orders under 5,000 pieces)

CARBONLESS FORMS

☐ 2-Part ☐ 3-Part ☐ 4-Part ☐ 5-Part☐ Letter ☐ Legal ☐ Other:

For assistance call:

Doheny Center: 213.477.2588

Chalon Center: 310.954.4336

Business Cards

Quantity: Name: Title: Address: ☐ **Doheny** ☐ **Chalon**Telephone: Fax: E-mail: Website: