

2284 First Street • La Verne, CA 91750

For Pick-up / Delivery, Dial (909) 593-3511, Ext. 4525 / Fax: (909) 593-2639 / e-mail: graphics@ulv.edu

No.

ULV Graphics Use Only

GRAPHIC DESIGN / TYPESETTING • PRINTING • DIGITAL COLOR COPYING • BINDING

(Please fill in the appropriate information and check off those boxes that apply.)

Department: Room #: Account #: Object Code:

Ordered By: Tel. Extension: FAX:

Date: Date Required: Deliver To:

Order Description: Department Approval:

☐ I Would Like More
Requisition Forms.

Admin/Finance Signature
(jobs over \$300.00 need approval)

Total \$

1

GRAPHIC DESIGN / TYPESETTING

☐ Archive This Job ☐ Create Art / Set Type ☐ Disk/Zip/CD Supplied ☐ Sample Attached ☐ Job E-mailed (graphics@ulv.edu)

First Proof Due:

Additional Proofs Due:

2

PRINTING OR COPYING

Quantity Requested Number of Originals One Sided ☐ Two Sided ☐

Paper Cover Stock (if appropriate):

Size: ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17 ☐ Other Size: ☐ Other:

Ink (Printing Only): ☐ Black ☐ 4 Color ☐ ULV Green/PMS 342 ink ☐ Other Inks-Pantone PMS #'s

3

BINDERY SERVICES

<input type="checkbox"/> Collating	<input type="checkbox"/> Collating, Folding & Stitching	<input type="checkbox"/> Cutting	<input type="checkbox"/> Binding
<input type="checkbox"/> Stapling	<input type="checkbox"/> Folding	<input type="checkbox"/> Padding <input type="text"/> sheets per pad	<input type="checkbox"/> Tape Binding
<input type="checkbox"/> Corner	<input type="checkbox"/> Letter	<input type="checkbox"/> Hole Punching (instructions needed; i.e., punch top, width, number of holes)	<input type="checkbox"/> Spiral Binding (GBC)
<input type="checkbox"/> Saddle	<input type="checkbox"/> Accordion		<input type="checkbox"/> Perfect Binding
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Half <input type="text"/>		<input type="checkbox"/> Other <input type="text"/>
	<input type="checkbox"/> Other <input type="text"/>		

SPECIAL INSTRUCTIONS:

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Invoice #

Re-Order #

Total Count

Produced by: