

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

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: _____

Call Department With Price Before Beginning Job.

I Would Like To Speak With A Graphics Representative.

I Would Like More Requisition Forms.

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 _____ sheets per pad | <input type="checkbox"/> Tape Binding |
| <input type="checkbox"/> Corner | <input type="checkbox"/> Letter | <input type="checkbox"/> Hole Punching (instructions needed; <i>i.e.</i> , 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="checkbox"/> Half | | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ | | |

SPECIAL INSTRUCTIONS: _____

ULV Graphics Use Only

Invoice # _____
Re-Order # _____ Total Count _____ Produced by: _____