

SAN JOAQUIN DELTA COLLEGE

# Graphic Arts Request Form

To: **Graphic Arts/Print Shop**

**Budd 102**

**5199**

Date Ordered \_\_\_\_\_ Date Needed by \_\_\_\_\_

Ordered by \_\_\_\_\_ Division \_\_\_\_\_

Division or \_\_\_\_\_

Supervisor Approval \_\_\_\_\_ Phone \_\_\_\_\_

Deliver to Room \_\_\_\_\_ Charge to Account# \_\_\_\_\_

**Job Title** \_\_\_\_\_

Quantity \_\_\_\_\_ Size \_\_\_\_\_ Ink Color(s) \_\_\_\_\_

**Paper:** Color \_\_\_\_\_ Weight \_\_\_\_\_

<b>Color Copy:</b> Single Side _____ Both Side _____ Quantity _____ Size _____
Transparencies _____ Tri-Fold _____ 1/2 Fold _____ Laminate _____

Special Instruction \_\_\_\_\_

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Work Order # \_\_\_\_\_

Line Neg. \$ \_\_\_\_\_

Ink \$ \_\_\_\_\_

Washup \$ \_\_\_\_\_

**Plates:**

MOZP \$ \_\_\_\_\_

GTO \$ \_\_\_\_\_

Stock \$ \_\_\_\_\_

Art \_\_\_\_\_ hr @ \$ \_\_\_\_\_

File Converting \$ \_\_\_\_\_

Write to CD \$ \_\_\_\_\_

Fold \$ \_\_\_\_\_

Gathering \$ \_\_\_\_\_

Stitching \$ \_\_\_\_\_

Finishing Trim \$ \_\_\_\_\_

BackTrim \$ \_\_\_\_\_

3-Hole Punch \$ \_\_\_\_\_

Envelope Stuffing \$ \_\_\_\_\_

Perforated \$ \_\_\_\_\_

Numbering # \_\_\_\_\_

Scoring \$ \_\_\_\_\_

Foil/Emboss \$ \_\_\_\_\_

Color Copy \$ \_\_\_\_\_

Color Proof \$ \_\_\_\_\_

Other \_\_\_\_\_

**Total**

**Amount \$** \_\_\_\_\_