

# RSCCD PUBLICATIONS JOB REQUEST

For Printing Questions: (714) 480-7563

For Billing Questions: (714) 480-7535

Please complete this form and submit it along with all related materials to the Publications Department.

INVOICE NUMBER

PRINT JOB ID

REQUESTOR

Name

Department

PHONE/EXT.

Date Submitted \_\_\_\_\_ Received by Publications \_\_\_\_\_ Date Needed \_\_\_\_\_  
(Please allow 5-7 business days for print completion upon approval)

Department Number (required) \_\_\_\_\_

Charge to budget number-(org key) \_\_\_\_\_  
(Use only for requests that require purchased supplies or services) **Must end in 5940**

Delivery Location (check one) ☐ SAC ☐ SCC ☐ RSCCD ☐ CEC ☐ OEC ☐ DMC ☐ CJTC ☐ RFTC ☐ MCHS ☐ OCSD ☐ CHAPMAN  
The employee requesting the attached reproduction has read the "Copyright Guidelines" and certifies that the request is not and will not be used in violation of copyright laws.

## JOB DESCRIPTION

Funding Approved by: \_\_\_\_\_  
(Administrator of Datatel account or fund check paid from (required for all color or complex requests))

Paying By Check: ☐ Date: \_\_\_\_\_

<p>Number of Originals _____</p> <p>Total Number Needed _____</p> <p><input type="checkbox"/> One-sided</p> <p><input type="checkbox"/> Two-sided (standard unless noted)</p> <p><input type="checkbox"/> Number Up _____</p> <p><b>BINDERY</b></p> <p><input type="checkbox"/> Collate</p> <p><input type="checkbox"/> Collate &amp; Staple (70 sheet limit per set)</p> <p><input type="checkbox"/> Stack (uncollated)</p> <p><input type="checkbox"/> Cut (specify) _____</p> <p><input type="checkbox"/> Fold (specify 1/2, 1/3)</p> <p><b>Must have Datatel account number.</b> (Chargeback)</p> <p><input type="checkbox"/> Color Printing</p> <p><input type="checkbox"/> Tape Binding</p> <p><input type="checkbox"/> Shrink-wrap (additional cost)</p> <p><input type="checkbox"/> Saddle Stitch/Booklet</p>	<p><b>BLACK &amp; WHITE JOBS</b></p> <p><input type="checkbox"/> 20# White <input type="checkbox"/> 20# 3-Hole White</p> <p><input type="checkbox"/> 20# Ivory <input type="checkbox"/> 60# White</p> <p><input type="checkbox"/> 20# Yellow <input type="checkbox"/> 110# Index</p> <p><input type="checkbox"/> 20# Blue <input type="checkbox"/> NCR (Carbonless):</p> <p><input type="checkbox"/> 20# Pink <input type="checkbox"/> 2-part</p> <p><input type="checkbox"/> 20# Green <input type="checkbox"/> 3-part</p> <p><input type="checkbox"/> Special paper request <input type="checkbox"/> 4-part</p> <p><b>COLOR JOBS</b></p> <p><input type="checkbox"/> Large Format: <input type="checkbox"/> 32# (Color Jobs)</p> <p><input type="checkbox"/> Presentation Paper (A Frame/Sandwich Board) <input type="checkbox"/> 100# (Color Jobs)</p> <p><input type="checkbox"/> Semi-gloss Photo Paper</p> <p><input type="checkbox"/> Banner/Vinyl</p> <p><b>DESIGN CREATED BY:</b></p> <p><input type="checkbox"/> CANVA</p> <p><input type="checkbox"/> Graphic Department</p> <p>Date Submitted (Graphic Department Only) _____</p>	<p><b>PAPER SIZES/LARGE FORMAT</b></p> <p><input type="checkbox"/> 18 x 24</p> <p><input type="checkbox"/> 24 x 36</p> <p><input type="checkbox"/> 36 x 48</p> <p><input type="checkbox"/> 36 x 72</p> <p>Custom Sizing _____</p> <p>Mounting Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Grommets Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>PAPER SIZES</b></p> <p><input type="checkbox"/> 8.5 x 11</p> <p><input type="checkbox"/> 11 x 17</p> <p><input type="checkbox"/> 12 x 18</p> <p><input type="checkbox"/> Other _____</p>
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**BANNERS MUST NOT EXCEED 3 FEET X 12 FEET**

**MOUNTED BOARDS MUST NOT EXCEED 2 FEET X 3 FEET**

SPECIAL INSTRUCTIONS \_\_\_\_\_

## (OFFICE USE ONLY)

☐ 32 Lb Text ☐ 100 Lb Cover ☐ 60 Lb Number Up \_\_\_\_\_

## BILLING ACCOUNTS

PAPER COST: \_\_\_\_\_ PRINTING COST: \_\_\_\_\_

TOTAL PRICE \_\_\_\_\_

TOTAL IMPRESSIONS \_\_\_\_\_ PRESS SHEET COUNT \_\_\_\_\_