STANDARD PRINT & COPY ORDER FORM

Bill Copy to: Patrick Padilla
Mail Code: 0503  Authorized Signature: David Serlin

Customer Name: David Serlin  Phone: 46327 or 44410
Department: COMMUNICATION  Fax: 47315
Building/Room: billing copy to MCC 125A

DELIVER □ MAIL □ TRANSFER TO MAIL SERVICES
Pick up at Imprints at Price Center □ Pick up at CSC-A

PROJECT NAME: COMM 100B WI18 Midterm - Serlin
Finished Qty: 300 (# of originals 4)
Final Trim Size: __________ x __________

ABOUT YOUR FILES: □ Mac □ PC □ HARD COPY
File Type: □ PDF □ Illustrator □ Photoshop □ Word □ InDesign
□ QuarkXPress □ Other Application

File Name & Date:
Digital files sent to: □ printing@ucsd.edu □ YouSendIT □ Other Media

PRINT SERVICES
□ Black □ 1 or 2-color (PMS# _________) □ Full Color
□ 1-sided □ 2-sided

PAPER SELECTION
Text (Interior pages): ___________ Weight ___________ Color ___________ N/A
Cover Stock: ___________ Weight ___________ Color ___________ N/A

FINISHING OPTIONS
Binding: □ Spiral □ Comb □ Tape □ Velo □ Perfect
□ Staple
Other: □ Collate □ Interleave □ Slipsheet □ Shrink Wrap
□ Lamination (waterproof edge or to trim)
□ Hole Drill: □ Fold: □

NCR MULTI-PART FORMS □ 2-part □ 3-part □ 4-part □ 5-part

PADDING OPTIONS # of shits per pad ________ □ w/carboard backer

PROOF REQUIRED: □ E-Proof □ Reg Proof □ Press Proof

FOR OFFICE USE ONLY:
□ Design Labor Hours ________ □ No. of Cuts ________
□ Typesetting Labor Hours ________ □ Hand Labor Hrs ________
□ File Setup/Prepress Hours (billable) ________ □ Production Make Ready ________
□ Alterations Hours ________

INDEX or RECHARGE NUMBER
COMCRSE

JOB NUMBER

PRICE$

Date/Time SUBMITTED: 2/12/18  Date/Time DUE: 2/13/18 noon

OTHER INFORMATION
Customer Email (required): dserlin@ucsd.edu
The following TAs are authorized for pick up:
Angelo Haidaris
Alex Edelstein
Rachel Fox
Sophie Staschus
Grant Leuning
Jacob Hellman

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