



UC SAN DIEGO

PRINT & DOCUMENT SERVICES

Center	Phone	Mail Code	Fax
CSC-A	4-3020	0031	534-8120
Price Ctr	4-7050	0087	822-0610
Geisel	4-2534	0175	534-8811

Affix Barcode Here

# STANDARD PRINT & COPY ORDER FORM

Bill Copy to: \_\_\_\_\_

Mail Code: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

INDEX or RECHARGE NUMBER

**SHIPPING**

Customer Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Department: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Building/Room: \_\_\_\_\_

DELIVER  MAIL  TRANSFER TO MAIL SERVICES

Pick up at Imprints at Price Center  Pick up at CSC-A

JOB NUMBER

PRICE \$

**PROJECT NAME:** \_\_\_\_\_

Finished Qty: \_\_\_\_\_ (# of originals \_\_\_\_\_)

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

**FOR OFFICE USE ONLY**

FROM _____	TO _____
Date/Time SUBMITTED _____	Date/Time DUE _____

**PRINT SERVICES**

Black  1 or 2-color (PMS# \_\_\_\_\_)  Full Color

1-sided  2-sided

**OTHER INFORMATION**

Customer Email (required): \_\_\_\_\_

**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 shts per pad \_\_\_\_\_  w/cardboard 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 \_\_\_\_\_

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