

Bldg. 5-221
Ext. 6843

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
GRAPHIC COMMUNICATIONS SERVICES WORK REQUEST

Chargeback Use Only

BILL \$ _____

L M

This order **MUST** be **FILLED OUT COMPLETELY** before work can begin.

Note: We cannot process without account number.

DO NOT WRITE IN SHADED AREAS.

Date Needed _____ TRACKING DATE _____ WORK ORDER # _____

CP Fund # _____ Project _____

Requested by _____ Ext. _____ Fax _____ Form No. _____ Assign F# _____

Department _____ Mail Pick Up Campus Distribution Staff Only

Authorized Signature _____ Faculty Only Deans, Directors, & Dept. Heads Only

PRODUCTION

Digital File Name _____

Design Edits/Updates FTP

PRINTING SPECIFICATIONS

Originals are 2-Sided

of Masters/Originals _____

Total Required after cutting _____

Finished Size _____ Print 1-Sided Print 2-Sided

PAPER STOCK

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 20# White | <input type="checkbox"/> 20# Goldenrod | <input type="checkbox"/> 70# White |
| <input type="checkbox"/> 20# Blue | <input type="checkbox"/> 20# Gray | <input type="checkbox"/> 80# Gloss Bk |
| <input type="checkbox"/> 20# Buff | <input type="checkbox"/> 20# Pink | <input type="checkbox"/> 80# Matte |
| <input type="checkbox"/> 20# Canary | <input type="checkbox"/> 20# Salmon | <input type="checkbox"/> 100# Gloss |
| <input type="checkbox"/> 20# Green | <input type="checkbox"/> 20# Tan | <input type="checkbox"/> 100# Matte |

ENVELOPES/CARBONLESS

Envelopes (check type) #6 3/4 ___ #9 ___ #10 ___ Window ___

Carbonless Bond (check no. of parts) 2 ___ 3 ___ 4 ___

CARD STOCK

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> 80# Gloss CVR | <input type="checkbox"/> 90# Cherry | <input type="checkbox"/> Front/Back |
| <input type="checkbox"/> 90# Blue | <input type="checkbox"/> 90# Green | <input type="checkbox"/> 90# White |
| <input type="checkbox"/> 90# Buff | <input type="checkbox"/> 90# Ivory | <input type="checkbox"/> 100# Gloss Bk/ CVR |
| <input type="checkbox"/> 90# Canary | <input type="checkbox"/> 90# Salmon | <input type="checkbox"/> 100# Matte CVR |

Ink Color (Text)

- Black
- Green PMS 349
- Yellow PMS 131
- CMYK
- Other _____
- Other _____

Ink Color (Cover)

- Black
- Green PMS 349
- Yellow PMS 131
- CMYK
- Other _____
- Other _____

Date Logged _____ 1st Proof Out _____ Ret. _____

2nd Proof Out _____ Ret. _____ 3rd Proof Out _____ Ret. _____

4th Proof Out _____ Ret. _____ Final Proof Out _____ Ret. _____

Print _____ QP _____ CC _____ RYOBI _____ DI _____

BINDERY SPECIFICATIONS

Bleeds

DO NOT Collate or Staple

Collate Only Cut Size _____ x _____

Collate & Staple Left Corner 2 Staples Left Side

Fold/Type: ___ Bifold ___ Trifold Fold ___ In ___ Out

Fold Finished Size _____ Score Perforate

Saddle Stitch Coil Bind Comb Bind Tape Bind

3 Hole Punch 2 Hole Punch Twin Loop

Pad 100's 50's 25's

Left Top

Bindery Instructions:

Quantity, Size, Type of Material Supplied

Special instructions _____

**FOR GCS
USE ONLY**

O/DI

Initials _____

Date ____/____/____

C

Initials _____

Date ____/____/____

B

Initials _____

Date ____/____/____

Shipped

Initials _____

Date ____/____/____

QA

Initials _____

Date ____/____/____

Total Imp. _____

Up _____

Stock _____ Sheets _____ x _____ Wt. _____ Color _____ Description: _____

Stock _____ Sheets _____ x _____ Wt. _____ Color _____ Description: _____