

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
QUICK PRINT SERVICES WORK ORDER

Bldg. 5-221
 Ext. 3302

This order MUST be FILLED OUT COMPLETELY before work can begin.
 Please USE BLACK OR BLUE BALL POINT PEN only.

EXAMINATION Please Check <input type="checkbox"/>
--

Date Needed _____ Time _____

CP Fund # _____ Project _____

Requested by _____ Ext. _____ Fax _____

Department _____ Shipping Method _____

Authorized Signature _____ Deans, Directors, Dept. Heads Distribution Faculty Dist.

PRINTING SPECIFICATIONS Originals are 2-Sided

of Originals _____ Total No. Required _____

Finished Size _____ Print 1-Sided Print 2-Sided

PAPER STOCK (20#)

White Yellow Salmon Gray
 Blue Green Tan Buff
 Pink Goldenrod

INDEX (90#)

White Buff Cherry Salmon
 Blue Yellow Gray Green

ASTROBRIGHT TEXT

Aqua Blue Green Pink Orange Red
 Orchid Yellow Ivory

ASTROBRIGHT COVER

Aqua Blue Gold Green Ivory Orchid
 Peach Pink Orange Red Yellow

SPECIALTY PAPER

Other _____
 Other _____
 Other _____
 Other _____

COLOR OF INK

Black Full Color Copies

Special instructions _____

ALL ELECTRONIC SUBMISSIONS and/or FILES SUBMITTED VIA ZIP DISK OR CD MUST BE ACCOMPANIED BY A SAMPLE (Hard Copy Master)

Application(s) used in design of project: _____
 Please include all artwork, links, fonts and a sample.
 PDF Preferred _____

BINDERY SPECIFICATIONS

DO NOT Collate or Staple

Collate Only Cut Size _____ x _____

Collate & Staple Left Corner 2 Staples Left Side

Fold/Type: ___ Bifold ___ Trifold ___ Other (specify) _____
 Fold Finished Size _____ Score Perforate

Index Cover(s) Front/Back Front Only Color _____

Clear Cover(s) Front ___ Back ___ Black Vinyl Back ___

Saddle Stitch Comb Bind Tape Bind Coil Bind

3 Hole Punch 2 Hole Punch Twin Loop

Pad Left Top 100's 50's 25's

Shrinkwrap Individual Sets (additional charge)

Bindery Instructions: _____

QUICK PRINT USE ONLY

Completed by _____ Date _____

Impressions _____ @ _____ = _____

Impressions _____ @ _____ = _____

Impressions _____ @ _____ = _____

Bindery _____ @ _____ = _____

Bindery _____ @ _____ = _____

GRAND TOTAL _____