

District CHC
 SBVC PDC

San Bernardino Community College District
Printing Services
GRAPHICS PRINT REQUISITION

ONLINE ORDER

Please fill out all blanks that apply to your job so we may complete your order. *Fields with * must be completed.*

* Responsibility Ctr/Manager _____ * Person Ordering _____

* Department _____ * Ext. _____

* Date Submitted _____ * Date Needed _____ * No. of Originals _____ * Copies of Each _____

* Item to be Reproduced (describe) _____

SIZE

* 8 1/2 x 11 8 1/2 x 14 11 x 17
 Other _____

PAPER

INK COLOR(S)

1-color _____
 2 color _____

 Process Color, minimum order 500 copies,

BINDERY

* BIND: None Saddlestich
 Perfect Spiral
 Collate
 Staple
 Back to Back
 3 Hole Punch
 Cut
 Pad _____ Sheets per pad
 Fold _____ letter _____ half
 Outside Bindery Outside Numbering
 Deliver To _____
 Pickup _____

OFFICE USE ONLY

Proofs: Initials
1st Date _____
2nd Date _____
3rd Date _____

Manager Approval

Comments _____

