

# SKYLINE COLLEGE GRAPHIC ARTS & PRODUCTION REQUEST FOR SERVICES

SUBMITTED BY \_\_\_\_\_ EXT. \_\_\_\_\_ COLLEGE/DIVISION \_\_\_\_\_

TITLE OR DESCRIPTION OF WORK TO BE DONE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE REQUIRED \_\_\_\_\_

**DESCRIPTION OF WORK TO BE DONE:**

# OF PAGES TO BE PRINTED	_____	PRINT ONE SIDE ONLY	<input type="checkbox"/>	8 1/2 X 11	<input type="checkbox"/>	11 X 17	<input type="checkbox"/>
# OF COPIES/SETS TO BE PRINTED	_____	PRINT BACK TO BACK	<input type="checkbox"/>	8 1/2 X 14	<input type="checkbox"/>	12 X 18	<input type="checkbox"/>

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

**PLEASE NOTE: ALL JOBS WILL BE PRINTED ON 20 LB. WHITE PAPER IN BLACK INK UNLESS NOTED OTHERWISE BELOW**

COLOR PRINT	<input type="checkbox"/>	PAPER COLOR	_____
PAPER WEIGHT	_____	SHRINK WRAP	<input type="checkbox"/>
ASTROBRIGHT	<input type="checkbox"/>	UNCOLLATE	<input type="checkbox"/>
VELLUM	<input type="checkbox"/>	STAPLE	<input type="checkbox"/>
BRISTOL	<input type="checkbox"/>	3-HOLE	<input type="checkbox"/>
ACCENT OPAQUE	<input type="checkbox"/>	FOLD	<input type="checkbox"/>
BINDING	Plastic Comb <input type="checkbox"/>	Wire O <input type="checkbox"/>	Tape <input type="checkbox"/>
NCR FORM	2-part <input type="checkbox"/>	3-part <input type="checkbox"/>	4-part <input type="checkbox"/>
HOLD FOR PICK-UP	<input type="checkbox"/>		Coil <input type="checkbox"/>
DELIVER	<input checked="" type="checkbox"/>	Division Office	_____
			Mail Room Bldg # 2 <input type="checkbox"/>

All work processed in Graphic Arts & Production must be submitted on clear copy, ready to print, accompanied by a work request form **AND** signed by the authorized representative(s) of the Division or Administration with account number. Be thorough in completing this request - incomplete instructions may cause delays. Attach the completed request to document(s) submitted for duplication. Thank You.

**Graphic Arts & Production USE ONLY**

Pages	Copies	Description	Unit Cost	Total
		Copies		
		Paper/NCR		
		Staple		
		3-Hole		
		Cut/Pad		
		Covers		
		Binding		
		Booklet		
		Fold		
		Packaging		
		Other		
TOTAL				

This section must be completed before work can be started.

★ AUTHORIZED SIGNATURE

ACCOUNT NUMBER

**IMPORTANT!** All areas in Gray must be filled out. Normal timelines for completion of work submitted is **TWO WORKING DAYS**. Binding and NCR, and larger job request require an extra day(s).

**Rush jobs are done only on department approval, and subject to an added cost.**