

# PRINTING REQUEST

SAN BERNARDINO COUNTY  
PRINTING SERVICES - 0750 | (909) 387-2644

Ticket No. \_\_\_\_\_

Graphic Design Unit (909) 387-2336 | Quick Copy (909) 387-3349 | Color Copy (909) 387-2432

Black Ink     Full Color    THIS IS A:  REORDER     REVISION     NEW ORDER    |     QUOTE

|                            |                |                     |               |
|----------------------------|----------------|---------------------|---------------|
| Name, Delivery Address     |                | or Call for Pickup: | Quote #       |
| Cost Center                | Internal Order | WBS                 |               |
| Contact Person, Phone/Ext. | Mail Code      | Dept / Unit         | Order Date    |
| Item/Form No./ Title       | Revision Date  | No. of Pages        | No. of Copies |

**Required Date:** \_\_\_\_\_

## PRINTING INSTRUCTIONS

### Finished Size

- 8½" X 11"
- 8½" X 14"
- 3" X 5"
- 4" X 6"
- 5" X 8"
- 5½" X 8½"
- Other: \_\_\_\_\_

### Stock

- Bond
- 100# Text Gloss
- Card
  - Matte
  - Gloss
- Env: \_\_\_\_\_

### Paper Color

- White**
- Astrobrite: \_\_\_\_\_
- Blue
- Buff
- Canary
- Cherry
- Goldenrod
- Gray
- Green
- Ivory
- Orchid
- Pink
- Salmon
- Tan
- Match attached sample

### Print

- One Sided
- Two Sided
  - Head-to-Head
  - Tumbled
- Banner (size): \_\_\_\_\_
  - Vinyl
  - Paper
  - Grommets
- Poster (size): \_\_\_\_\_
  - Mount
  - Laminate

### Graphics

- Print Ready (no graphics needed)
  - Disk/USB Drive
  - File transmitted to: \_\_\_\_\_
- Graphics Only
- Photography
- Videography
- Editing

### Finishing

- Collate
- Staple
- 3 Hole Punch
- 2 Hole Punch
  - Top
  - Bottom
- Fold
  - 1/2
  - 1/3
  - 1/4
- Cuts: \_\_\_\_\_
- Laminate
- Pad (# of sheets): \_\_\_\_\_
- Wrap (pkgs of): \_\_\_\_\_
- Perfect Bind
- Spiral Bind: \_\_\_\_\_

|                                      |   |   |   |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> <b>NCR:</b> | <input type="checkbox"/> 2-part (white, canary)       | <input type="checkbox"/> 4-part (white, canary, pink, goldenrod)              | <input type="checkbox"/> Other (per sample) |
|                                      | <input type="checkbox"/> 2-part (white, pink)         | <input type="checkbox"/> 5-part (white, green, canary, pink, goldenrod)       | <input type="checkbox"/> CFB                |
|                                      | <input type="checkbox"/> 3-part (white, canary, pink) | <input type="checkbox"/> 6-part (white, blue, green, canary, pink, goldenrod) | <input type="checkbox"/> CF/CB              |

Additional information:

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**PRINTED PROOF REQUIRED PRIOR TO PRINTING**

I hereby certify on my own personal knowledge that the articles or services requested heron are contained in the budget and are necessary for use by the department.

|                      |                    |      |
|----------------------|--------------------|------|
| Authorized Signature | Print or Type Name | Date |
|----------------------|--------------------|------|

|                                       |                              |      |
|---------------------------------------|------------------------------|------|
| <b>FOR PRINTING SERVICES USE ONLY</b> | Approved by Printing Manager | Date |
|---------------------------------------|------------------------------|------|