

9/9/19 Job #

De Anza College
Printing Services

Phone: 408-864-8861
Fax: 408-864-5452

E-mail: daprint@fhda.edu

Printing Request Form

LAST	FIRST	PHONE NO.
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DEPARTMENT	BUDGET CODE NO.
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Date & Time Needed:	Email:	Charges
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# Of Originals:	Copies per Originals	Office Use Only
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Greensheet __	Handout	Exam __	Administrative __	Promotional __	PMT/OHT \$
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Job Description:	COLOR INK
	QUICK COPY \$

PRINTING	PAPER	NCR	Ink	PAPER \$
8 1/2 x 11 __	White Paper __	2-Part ____	Black Ink ____	
8 1/2 x 14 ____	Color Paper __	3-Part ____	Other Ink Color ____	PLATES \$
11 x 17 ____	Cover Paper ____	4-Part ____	Color Copies ____	PRINTING \$
One Side ____	Card Stock ____	5-Part ____	Film Assembly/ Metal Plate ____	LAMINATE \$
Back to Back _	Overhead Transparency__	6-Tag ____		COLLATE \$
Other Size * __	Special * ____			STAPLE \$

ASSEMBLE	STAPLE	FOLD	BINDING	DRILL \$
Collate/Marry __	Corner __	Half ____	Plastic Comb ____	
Drill Holes ____	Side ____	Letter ____	Velo Bind ____	FOLDING \$
Cutting ____	Saddle ____	Accordian/Z ____	Perfect Bind ____	PADDING \$
Padding* ____	Other * ____	Double Parallel ____	Tape Bind ____	CUTTING \$
Perforating ____		Other *	Plastic Coil ____	BINDERY \$
Numbering __			Laminate ____	
Starting No.				

SPECIAL INSTRUCTIONS:	PERFORATE \$
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Thank You!

FILM \$	NUMBERING \$
SHRINK WRAP \$	OTHER \$
OTHER \$	TOTAL \$

DELIVERY	De Anza Campus	Off Campus	TOTAL \$
	Will Pick up: ____	Foothill Campus:	OTHER \$
	Division/Office #:	District:	OTHER \$
	Part Time Faculty Mail Box	Other *	
	Full Time Faculty Mail Box		
	Mail Room:		