



Print Services Napa Valley College
Questions email: print.shop@napavalley.edu
PRINTING REQUEST

Request a Quote
 Estimated Cost: _____

NVC PRINTSHOP USE ONLY

DEPARTMENT	REQUESTED BY(FIRST & LAST NAME)	DATE NEEDED
ORDER NAME/DESCRIPTION	EMAIL	PHONE

BUDGET CODES (REQUIRED)
 Fund - Act. - P.G. - Object - Budget Center

Budget Center Manager Name (Please Print) _____

COPYRIGHT CERTIFICATION - MANDATORY
I certify that this request is not in violation of copyright law.

 Type Signature Here

Print Shop Object Codes
55891 = Marketing & Advertising – flyers, posters, mass mailing, brochures, ads,
54510 = Office Supplies – envelopes, stationary, business cards
54310 = Instructional Supplies – anything used in the classroom for instructional purposes for classes that DO NOT have a materials fee
54320 = Instructional Supplies Material Fees - anything used in the classroom for instructional purposes for classes that DO have a materials fee

SPECIAL INSTRUCTIONS (Notes/Details/Other)

NUMBER OF SHEETS <small>(Originals)(the number of sheets of paper in each set of the finished package)</small>	NUMBER OF SETS/COPIES <small>(the number of finished copies of the original package)</small>	PRINTING MODE <input type="checkbox"/> 1 sided originals → 1 sided copies <input type="checkbox"/> 1 sided originals → 2 sided copies <input type="checkbox"/> 2 sided originals → 1 sided copies <input type="checkbox"/> 2 sided originals → 2 sided copies	FINISH SIZE: <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> _____	COLOR / B&W <input type="checkbox"/> Color <input type="checkbox"/> Black & White
--	--	--	---	--

PAPER TYPE: <input type="checkbox"/> Exactly as sample attached COLOR <input type="checkbox"/> White <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> Buff <input type="checkbox"/> Green <input type="checkbox"/> Goldenrod (20lb only) WEIGHT <input type="checkbox"/> Card Stock <input type="checkbox"/> 20lb	NCR <input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part ENVELOPES <input type="checkbox"/> #10 Regular <input type="checkbox"/> #10 LEFT Window <input type="checkbox"/> _____ SPECIALTY <input type="checkbox"/> Label (White) <input type="checkbox"/> Tabs _____
--	---

DELIVERY/PICKUP:

Pickup at Printshop (4000)
 Delivery To Dept./Room# _____
 Delivery To Bldg. Mail Drops;
 LLRC/1700 UVC
 CJT/1000 PE/600
 HEOC/800 PAC/100

BINDERY (Mark all that are applicable) <input type="checkbox"/> COLLATE <input type="checkbox"/> STACK (NO COLLATING): (with blank slip sheets) <input type="checkbox"/> 3-HOLE PUNCH <input type="checkbox"/> COMB BIND	STAPLE: <input type="checkbox"/> 1 staple upper left <input type="checkbox"/> 2 staples on left margin <input type="checkbox"/> Booklet: 2 staples along spine, Folded 1/2 (Saddle Stitch) FOLD: <input type="checkbox"/> 1/2 Fold <input type="checkbox"/> Tri-Fold (Letter)	CUT: <input type="checkbox"/> Half <input type="checkbox"/> Quarters <input type="checkbox"/> _____ PAD: Total Number of Pads _____ Sheets per Pad <input type="checkbox"/> 100 or _____	Finishing <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Laminating <hr/> Scan Job <input type="checkbox"/> Scan Included Documents Desired File Format: _____ Scanned Document Destination _____
---	---	---	--