



Graphics Department

Request Form

Save this form to your desktop and e-mail us to

Mail & Print Center: MailAndPrint@whittier.edu

Edwin Sagastume: Edwin.Sagastume@whittier.edu
Richard Champion: Richard.Champion@whittier.edu

Today's Date and Time :

Pick Up Date and Time:

Completed Date and Time:

Account # Phone /Ext:

Print Job Instruction/Additional Comments

Department

Ordered by:

Email:

COPIES

Originals: _____ Sets: _____ Total: _____

Black & White Full Color

1 Sided 2 Sided

White paper (Plain Stock) Color paper (Plain Stock)
 White paper (Card Stock) Color paper (Card Stock)
 White paper (Heavy Stock)

Stapling (upper left corner) Booklet Stapling
 3 Hole Punch Laminating
 Padding Labels

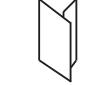
Book Binding Coil Comb

Clear Front Cover with Black Back Cover
 White Front/Back Card Stock
 Color Front/Back Card Stock _____

Brochure

Folding (select one)

1/2 Fold Tri-Fold Z-Fold



Postcard

Size (select one)

Size: 5x7 6x8 Other Sizes: _____

With a white border Without a white border

Carbonless NCR Forms

Letter Legal

2-Part

4-Part

3-Part

Other _____

POSTERS / SIGNS

Size: _____ (up to 36" wide) Quantity: _____

Black & White Full Color
 1 Sided 2 Sided (signs only)
 Bond Gloss
 Laminating Other _____

Signs

Mounting (select one)

Foam Poster Board Corrugated Poster Boards

PAPER

Ream(s) Case(s) Quantity: _____

Note: Please email to mailandprint@whittier.edu

Color(s): _____

STATIONERY

Letterhead Quantity: _____

WC Generic Letterhead
 WC Personalized Department Letterhead:
Department: _____

Envelopes

Quantity: _____

Regular Envelopes
 Window Envelopes
 WC Envelopes
 WC Personalized Department
Envelopes: _____
 Other: _____

Regular Envelopes



Window Envelopes



Business Cards (numerals of 10)

Quantity: _____

Name:

Title:

Department:

Building, Room #:

Tel Phone:

Office/Direct/Cell:

Fax:

E-mail:



For assistance please call:
Edwin Sagastume (562) 907 - 4265
Richard Champion (562) 907 - 4264