



Graphics Department Request Form

Save this form to your desktop and e-mail us to
Mail and Print Center at mailandprint@whittier.edu
Jeff Garcia at jeff.garcia@whittier.edu
Richard Champion at richard.champion@whittier.edu
Hard copies are also available at the print center.

Today's Date and Time :

Pick Up Date and Time:

Completed Date and Time:

ARO ONLY

Account # Phone /Ext:

Department

Ordered by:

Email:

Print Job Instruction/Additional Comments

COPIES

Originals: _____ Sets: _____ Total: _____

- | | |
|---|--|
| <input type="checkbox"/> Black & White | <input type="checkbox"/> Full Color |
| <input type="checkbox"/> 1 Sided | <input type="checkbox"/> 2 Sided |
| <input type="checkbox"/> White paper (Plain Stock) | <input type="checkbox"/> Color paper (Plain Stock) |
| <input type="checkbox"/> White paper (Card Stock) | <input type="checkbox"/> Color paper (Card Stock) |
| <input type="checkbox"/> White paper (Heavy Stock) | <input type="checkbox"/> |
| <input type="checkbox"/> Stapling (upper left corner) | <input type="checkbox"/> Booklet Stapling |
| <input type="checkbox"/> 3 Hole Punch | <input type="checkbox"/> Laminating |
| <input type="checkbox"/> Padding | <input type="checkbox"/> Labels |
| <input type="checkbox"/> | <input type="checkbox"/> |

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: _____ Quantity: _____

- | | |
|--|---|
| <input type="checkbox"/> Black & White | <input type="checkbox"/> Full Color |
| <input type="checkbox"/> 1 Sided | <input type="checkbox"/> 2 Sided (signs only) |
| <input type="checkbox"/> Bond | <input type="checkbox"/> Gloss |
| <input type="checkbox"/> Laminating | <input type="checkbox"/> 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: _____

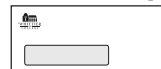
Envelopes Quantity: _____

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

Regular Envelopes



Window Envelopes



Business Cards (numerals of 10) Quantity: _____

Name:	<input type="text"/>
Title	<input type="text"/>
Department:	<input type="text"/>
Building, Room #	<input type="text"/>
Tel Phone:	<input type="text"/>
Office/Direct/Cell:	<input type="text"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>



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