PRINT SERVICES

☐ DEPARTMENT
☐ INSTRUCTOR

JOB #_____ FY_____

JOURNAL #_____

ALAMO COLLEGES

PRINT/COPY REQUEST FORM

DATE RECEIVED _____ DATE COMPLETED _____

DEPARTMENT_____ CAMPUS: ☐SAC ☐SPC ☐PAC ☐SWC ☐NVC ☐NEC ☐ATC ☐DIST ☐KW

FUND:_____ ORGN:_____ ACCT:_____ PROG:_____ JOB NAME: _____

REQUESTED BY: _____ NO. OF ORIGINALS *(INDICATE ALL PRINTED SIDES)* _____

TELEPHONE # _____ FAX #_____ NO. OF COPIES/SETS _____

DATE/TIME NEEDED _____ SPECIAL INSTRUCTIONS: _____

PICKED UP BY (SIGNATURE): _____ _____

PAPER STOCK INSTRUCTIONS:

☐ BOND ☐ CARDSTOCK/INDEX ☐ TRANSPARENCIES ☐ OTHER _____

SIZES AVAILABLE: ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17

INDICATE COLORS : _____

_____

☐ SPECIAL ORDER (*Indicate stock and color*) _____

_____

CARBONLESS NCR®:

☐ NCR® ☐ 2-Part ☐ 3-Part ☐ 4-Part ☐ 5-Part

☐ NCR® with TAG ☐ 2-Part ☐ 3-Part Colors: _____

DUPLICATION INSTRUCTIONS

☐ ONE-SIDED ☐ TWO-SIDED ☐ COPIER _____ ☐ PRESS _____

☐ ENLARGE _____ ☐ COLOR INK _____

☐ REDUCE _____ ☐ CARDSTOCK COVER/BACKS _____

☐ PASTE-UP _____ ☐ CARDSTOCK DIVIDERS/TABS _____

☐ COLLATE _____ ☐ CLEAR COVER(S) _____

BINDERY INSTRUCTIONS:

☐ CUT _____ ☐ STAPLE _____

☐ DRILL (# holes _____) ☐ FOLD _____

☐ PAD (*50/100 sheets per pad maximum*) _____ ☐ LAMINATE _____

BIND WITH:

☐ VELO® ☐ GBC® (COMB) ☐ TAPE ☐ COIL ☐ OTHER _____

Indicate color if not black: _____

DO NOT WRITE IN THIS AREA – FOR PRINT SERVICES PERSONNEL ONLY

QUANTITY	DESCRIPTION	UNIT COST	ITEM TOTAL
TOTAL # OF IMPRESSIONS		TOTAL	

OPERATOR_____ DATE_____

"Use of District equipment, personnel or supplies to perform or conduct personal work or personal business is prohibited."— BOARD POLICY 78-1

Form PS 01 - 11/05

Instructions:

You should be able to complete this form on your computer in Acrobat Reader 5 or later.

Send completed form, with your job, via e-mail to dst-printservices@alamo.edu, via PONY to District Print Services, or fax it to the **District Print Services fax#: 485-0136**.

If you are sending a file via email or with the order, please include the "file name" in the Special Instructions section. Do not write in the itemized section on the lower right.
For assistance, call District Print Services @ 485-0135.

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