

Requisition Number

When are items needed?

Name and phone number of SJSU Point of Contact

How many colors and will there be in the text you want printed?

How many locations on the item will there be printing.

How is your artwork formatted?

.pdf, .ai, .eps, .ai, and .eps. are fine. Microsoft Office files including .doc, .ppt, and .pub are acceptable. Finally bitmaps such as .jpg, and .tiff files will also work.

LN #	QTY	UOM	ITEM DESCRIPTION	WEBSITE OR CATALOGUE WHERE ITEM WAS FOUND	SKU # (STOCK #) OF ITEM
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

_____ NOTE: YOUR SIGNATURE ACKNOWLEDGES THE ACCURACY OF THIS SPEC SHEET.

SIGNATURE

Very Important: Remember when designing artwork utilizing the University Logo, please consult the SJSU Style Guide. The Style Guide can be found at <http://www.sjsu.edu/publicaffairs/guidelines>