

**ASSOCIATED STUDENTS PRINT & TECHNOLOGY CENTER, SJSU - WORK ORDER FORM**

The Associated Students Print & Technology Center is a division of the Associated Students, SJSU.

(408) 924-6976

printshop@sjsu.edu

sjsu.edu/as

(University Department Use Only)

| Account | Fund | Dept. ID | Program | Class | Project |
|---------|------|----------|---------|-------|---------|
|         |      |          |         |       |         |

(PTC Use Only)

|              |
|--------------|
| Work Order # |
|--------------|

(Auxiliary / Foundation Use Only)

| Account Name | Account # | Purchase Order # |
|--------------|-----------|------------------|
|              |           |                  |

|           |
|-----------|
| Invoice # |
|-----------|

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Dept. Office Location \_\_\_\_\_

Ext. Zip \_\_\_\_\_

Department / Organization \_\_\_\_\_ Job Side Mark / Department Req. # \_\_\_\_\_

Date Ordered \_\_\_\_\_  Client Pick-Up  Price Confirmation Before Starting  Confidential

Date Desired \_\_\_\_\_  Deliver  Proof Before Starting - additional charges may apply

(PTC Use Only)

B/W Copying

Color Copying

Paper

Binding

Stapling

3-Hole

Padding

Cutting

Folding

Laminating

Forms

Setup

Wide Format

Other Misc.

Adjustments

Subtotal

Tax

Total

(PTC Use Only)

Mass Mailing\*  Deans, Directors, Faculty, & Staff (2500)  Deans, Directors, & Faculty (1500)  Deans & Directors (300)

\* Only available to university departments and auxiliary organizations. Extended Zip must be filled out.

Original (# of Pages\*\*) \_\_\_\_\_ Copies per Original \_\_\_\_\_  Copy from Original  Print From Electronic File  
 \*\* Each Side = 1 Page

B/W Copying / Printing

1 Sided

2 Sided

8.5 x 11

11 x 17

Color Copying / Printing

1 Sided

2 Sided

8.5 x 11

11 x 17

Paper Type

Regular

Cardstock

Other: \_\_\_\_\_

Paper Color

White

Pastel

Astrobright (Neon)

Color: \_\_\_\_\_

Finishing

Staple

3-Hole

Cut

Pad

Laminate

Full Bleed

Folding

Single Fold

Letter Fold

Score

Binding

Comb (2" max)

Velo (3" max)

Coil (1/2" max)

NCR Forms (Carbonless)

# of Sets \_\_\_\_\_  2 Part (White, Canary)  3 Part (White, Canary, Pink)  4 Part (White, Canary, Pink, Goldenrod)

Wide Format

Size in inches

\_\_\_\_\_ in X \_\_\_\_\_ in

Paper Poster

Outdoor Banner (13mil Vinyl)

Water Resistant (PolyPro)

Speciality (PVC, Aluminum, Etc.)

Job Description / Special Instructions / Paper Orders:

|  |
|--|
|  |
|--|

Authorized By:

Printed Name \_\_\_\_\_  
 I have reviewed and approved the above Work Order.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Received By:

Printed Name \_\_\_\_\_  
 I have checked and confirmed the completed order.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(PTC Use Only)

KL 02/10/2021

Taken By \_\_\_\_\_ Priced By \_\_\_\_\_ Confirmed By \_\_\_\_\_ Done By \_\_\_\_\_ Released By \_\_\_\_\_

Version 8.8 February 2021