

PRINTING REQUEST

SAN BERNARDINO COUNTY
PRINTING SERVICES - 0750 909.387.3349

Ticket No.

Manual Quotes and Orders | countyprint@pur.sbcounty.gov

Black Ink Full Color

THIS IS A: REORDER REVISION NEW ORDER QUOTE

Name, Delivery Address		or Call for Pickup:	Quote #
Cost Center	Internal Order	WBS	
Contact Person, Phone/Ext.	Mail Code	Dept/Unit	Order Date
Item/Form No./Title		Revision Date	No. of Pages
			No. of Copies

Required Date:

PRINTING INSTRUCTIONS

Finished Size

- 8½" X 11"
- 8½" X 14"
- 3" X 5"
- 4" X 6"
- 5½"X 8½"
- Other: _____

Paper Color

- White
- Astrobrite: _____
- Blue
- Canary
- Cherry
- Goldenrod
- Gray
- Green
- Ivory
- Orchid
- Pink
- Salmon
- Match attached sample

Print

- One Sided
- Two Sided
 - Head-to-Head
 - Tumbled
- Banner (size): _____
- Vinyl
- Paper
- Grommets
- Poster (size): _____
- Mount
- Laminate

Finishing

- Collate
- Staple
- 3 Hole Punch
- 2 Hole Punch
 - Top
 - Bottom
- Fold
 - 1/2
 - 1/3
 - 1/4
- Cuts: _____
- Laminate
- Pad (# of sheets): _____
- Wrap (pkgs of): _____
- Perfect Bind
- Spiral Bind: _____

Stock

- Bond
- 100# Text Gloss
- Card
- Matte
- Gloss
- Env: _____

Graphics

- Print Ready (no graphics needed)
- Disk/USB Drive
- File transmitted to: _____

NCR: 2-part (white, canary)
 2-part (white, pink)
 3-part (white, canary, pink)

4-part (white, canary, pink, goldenrod)
 5-part (white, green, canary, pink, goldenrod)
 6-part (white, blue, green, canary, pink, goldenrod)

Other (per sample)
 CFB
 CF/CB

Additional information:

SUPPLIED ART HAS BEEN VERIFIED TO MEET CAO BRANDING GUIDELINES

PRINTED PROOF REQUIRED PRIOR TO PRINTING

I hereby certify on my own personal knowledge that the articles or services requested heron are contained in the budget and are necessary for use by the department.

Authorized Signature	Print or Type Name	Date
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FOR PRINTING SERVICES USE ONLY	Approved by Printing Manager	Date
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