Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Print Shop
4400 Cathedral Oaks Road
Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-3041

Reprographics Order

JOB NO. R – _____

Fund XX	Resource XXXX	Yr X	Goal XXXX	Function XXXX	Object XXXX	School XXX	Mgmt. XXXX	Unit XXXX	%
01					5730	000			
CDP-12					CDP-5753				

Order Title | **Today**

Contact Person | **Phone** | **Date Due**

Department / School / Agency

Approval Signature
(Program Administrator)

Time-Dated Material* ☐
*Material that **must** be completed by a specific date.

Please fill in and mark all items that apply.

QUANTITY

No. of COPIES (sets): _____

No. of BUSINESS CARDS: _____

No. of NCR sets: _____

No. of PADS: _____
- Sheets per pad: _____
- Sheet size: _____" by _____"

No. of sides *(originals)* to be printed: _____

PDF file name:

_____
(Send to printshop@sbceo.org)

Is this for a bulk mailing:
__ Yes __ No

COPIES

___ collated/ ___ non collated
___ black/white copies
___ full color copies
___ ink color(s): _____
___ single sided
___ double sided
___ Head to **head** –
___ Head to **foot** –
___ as is

PAPER

20# White ____ Color_____
Other _____
_____
Cover_____
__ include blank back cover

SIZE

___ letter 8.5"x11"
___ legal 8.5"x14"
___ tabloid 11"x17"
___ other _____
_____

NCR

__2-part __3-part __4-part
__5-part __6-part

LAMINATION

Qty:_____ ___ sensitive originals (laminate copies)

SIZE:
__ 1/2 sheet 6"x9" __ legal 8.5"x14"
__ letter (medium) __ tabloid11"x17"
__ letter (thick) __ menu 12"x18"

ENVELOPES

___ #10 regular
___ #10 window
___ #9 (return)
___ other_____
enclose sample

POSTERS

___ large (2' x 3')
___ small (2' x 1.5')

TABS

___ tabs
Please provide information to be included on tabs.
5th cut only

FINISHING

CUT: _____" by _____"

COMB BIND

STAPLE

DRILL: *enclose sample*

FOLD: ___ Text OUT ___ Text IN *enclose sample*

ADDITIONAL COMMENTS

Graphic Design / Desktop Publishing

Instructions:

	Date completed	Amt of time	cost
GD:	_____	_____ hrs	x _____ = $_____
		_____ hrs	x _____ = $_____
		_____ hrs	x _____ = $_____
DTP:	_____	_____ hrs	x _____ = $_____
		_____ hrs	x _____ = $_____
		_____ hrs	x _____ = $_____

To be completed by Reprographics

Date shipped _____

	Qty	x	No. of sides/ sheets	=	No./clicks	x	cost
VP110:	_____	x	_____	=	_____	x	_____¢ = $_____
Color copier:	_____	x	_____	=	_____	x	_____¢ = $_____
Press:	_____	x	_____	=	_____	x	_____¢ = $_____
paper / auxiliary:							
_____:	_____	x	_____	=	_____	x	_____¢ = $_____
_____:	_____	x	_____	=	_____	x	_____¢ = $_____
_____:	_____	x	_____	=	_____	x	_____¢ = $_____
_____:	_____	x	_____	=	_____	x	_____¢ = $_____
_____:	_____	x	_____	=	_____	x	_____¢ = $_____

Total Amount = $_____

___ **School District / School:**
01-0000-0-0000-0000-8677-000-1090-0000

___ **Outside agency / cash:**
01-0000-0-0000-0000-8689-000-1090-0000

Send invoice to: _____
(name / address) _____
_____
_____

Distribution:
White - Reprographics
Canary - Returned with Completed Material
Pink - Originator/Hold Copy

R-1 REV 10/10