



JOB#	_____
ENV#	_____

MOORPARK COLLEGE PUBLICATIONS REQUEST

DATE: _____ REQUESTED COMPLETION DATE: _____

DEPT /DIVISION: _____ CONTACT NAME: _____

PHONE: _____ ACCOUNT #: _____

JOB DESCRIPTION: _____

DO YOU NEED A QUOTE BEFORE WE START YOUR JOB? Paper Phone Email

QTY: _____ NUMBER OF PAGES: _____

FINISHED SIZE: _____ PRINTED 1 SIDE PRINTED 2 SIDES

COLOR BLACK ONLY

PAPER SPECS

COVER: WHITE COLOR COATED

TYPE: _____

PAGES: WHITE COLOR COATED

TYPE: _____

BINDERY SPECS: FOLD COLLATE STITCH SCORE

PERFORATE NUMBER (START # _____) DRILL

PAD: REGULAR (#p/pad _____) CARBONLESS

SPECIAL INSTRUCTIONS: _____

MOORPARK COLLEGE PUBLICATIONS DEPARTMENT - Communications Bldg

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