



**Mail/Reprographics Department
Printing Requisition**

760.322.4116 ext3
reprographics@psusd.us

Job Name	Date Submitted
Requester	Date Due
Requester Site	Deliver To
Contact Person	Budget Code
Contact Phone	Approved By

Number of Originals	Type of Paper
Electronic File Hard Copy	Color of Paper
Number of Copies/Sets	Size of Paper
Single Side 1 to 1 2 to 1	Black and White Copy
Double Side 1 to 2 2 to 2	Full Color Copy

Collate
(Sets in sequence like the original)

Group
(Grouped into sets of each individual sheet)

Staple

Single Upper Left Corner

Double Left Side

Saddle Stitch (Books)

Binding

Comb Binding Cloth Binding

Padding (100 sheets per pad)

Number of pads

3-Hole Punch

Folding

Fold in Half Fold in Thirds

Cut

Special Instructions

Charged Services

	Single Sided	Double Sided
Card Stock	0.045	0.06
Full Color	0.26	0.52
NCR	0.05	0.065
Comb Bind	0.3	
Cloth Bind	0.3	

For Reprographics Use Only

	Qty	Cost			
Sheets of Paper	_____	_____	Machine	Charged Services	
Number of Impressions	_____	_____			Nuvera
Number of Color Impressions	_____	_____			D95/110
			Color		
				Initial Date	