

**PRINTING
SMART KEY**

1370001:
(CTE/Workforce Dev.)

1375001:
(Arts, Hum. Lan. & Global)

1380001:
(Math, Nat. Sci & ESW)

1385001:
(Eng. & Soc. / Beh. Sci.)

SmartKey: _____

Object Code: _____

Promo / Advertise

DATE WANTED _____ **SUBMITTED** _____ TEST

NAME _____ **PHONE** _____ District

Dept./Course #: _____ Sub. of Work: _____ Grossmont

Instructions: _____ Cuyamaca

Copies: _____ Collate/Uncollate NCR # Parts _____

Staple Fold _____

Sheets: _____ 3-Hole Punch Pad # Pads _____ Sh/Pad _____

2-Sided Cut Size: _____ Total Cut: _____

Paper Size: 8½ x 11 8½ x 14 11 x 17 12 x 18 Lamination

Paper Color _____ Cardstock Color _____ Ream of Paper

BOOKS SPECIFICATION:

Color Ink Front Cover Color _____ Back Cover Divider Color _____ Cardstock Paper

Binding: Comb ACCO Velo Twin Loop Coil Other _____ Color Ink Inserts

Color Print DEAN/DIRECTOR APPROVAL _____ Date _____ MAIL CENTER _____ Date _____

PRINTING DEPT USE:

B/W Printers: Int/Date _____

Color / Press: Int/Date _____

Color Specification:

IN-HOUSE BOOKSTORE USE:

Date Submitted _____ Initiated By _____ PO # _____ Save # _____

NEW RERUN REV Email Save # _____ Recv'd Barcode _____ New Save # _____