



Printing Work Order - Business Cards, Stationery, and Envelopes

Department: Contact Person:

Budget Number: Department Approval:

Date Submitted: Telephone Number:

All information in the above area must be completed. Work order will be returned if a budget number has not been entered or if not approved by the Department Dean / Manager. Please allow 20 working days for orders. Speciality items may have additional charges or require longer processing time.

Business Card Information

All business cards will be printed with the standard FCC or SCCCD format unless prior approval is obtained from the Public Information Office. PLEASE ATTACH A SAMPLE.

Location: <input type="text"/>	Qty: <input type="text"/>	Cost: <input type="text"/>	Location: <input type="text"/>	Qty: <input type="text"/>	Cost: <input type="text"/>
Name: <input type="text"/>			Name: <input type="text"/>		
Title: <input type="text"/>			Title: <input type="text"/>		
Telephone No.: <input type="text"/>			Telephone No.: <input type="text"/>		
FAX Number: <input type="text"/>			FAX Number: <input type="text"/>		
e-mail Address: <input type="text"/>			e-mail Address: <input type="text"/>		

Stationery Information

Allow at least 20 working days for orders. All orders must include: Department Name, Address if different from FCC, Telephone, and FAX number. PLEASE ATTACH A SAMPLE.

Department Name: Telephone No.: FAX Number:

Additional Information:

8-1/2 X 11" Quantity: <input type="text"/>	Estimated Cost: <input type="text"/>	5-1/2 X 8-1/2" Quantity: <input type="text"/>	Estimated Cost: <input type="text"/>
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Envelope Information

Allow at least 20 working days for orders. All orders must include: Department Name and Address if different from FCC. PLEASE ATTACH A SAMPLE.

Department Name:

Additional Information:

10 Regular Quantity: <input type="text"/>	Estimated Cost: <input type="text"/>	10 Window Quantity: <input type="text"/>	Estimated Cost: <input type="text"/>
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Specialty Printing Information

Allow at least 20 working days for orders. PLEASE ATTACH A SAMPLE if available.

Project Description:

Quantity Required: Paper: Ink: Finish Size:

Special Instructions:

Public Information Office Approval

All printing which is to be mailed or distributed to the general public that promotes Fresno City College must be approved by the Public Information Office.

Approved for Printing Make indicated changes

Approved by: Date:

Changes required before printing:

PM&C Department Use Only

Received at PM&C Department: _____ Approved for Printing: _____

Sent to printshop/date: _____ Date Completed: _____

Job Number



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PM&C - WOPS - 2008 Copy 3 - Customer