

JOB #

JOB COST ESTIMATE

SAN DIEGO STATE UNIVERSITY

ReproGraphic Services
5555 Canyon Crest Drive
San Diego CA 92182-8520
MC 8520
594-5260 Phone
594-0143 FAX
repro@mail.sdsu.edu
http://bus.sdsu.edu

CLIENT INFORMATION

DEPARTMENT							DATE IN	
ORACLE #								
ACCOUNT #							DUE DATE	
P.O.#							REQUIRED ON ALL FOUNDATION ACCTS.	
CONTACT NAME							PURCHASE ORDER REQUIRED ON ALL FOUNDATION ACCTS.	
TELEPHONE					FAX			
BUILDING/RM #					MAIL CODE			
E-MAIL								
AUTHORIZED ACCOUNT SIGNATURE								

JOB DESCRIPTION

QUANTITY	TITLE/DESCRIPTION
1) _____	_____
2) _____	_____
3) _____	_____
SPECIAL INSTRUCTIONS	

PRINTING SPECIFICATIONS

ART: (CIRCLE ALL THAT APPLY) NEW REVISION SHOOT COPY **DISK:** MAC PC E-MAIL **GRAPHICS #** N

RERUN: STRAIGHT W/ALTERATIONS

FILM: SEPS FURNISHED

PROOFS: NONE ART OK LASER FAX BLUELINE DIGITAL EPSON MATCHPRINT

PRESS:

	STOCK DESCRIPTION	FINAL (FLAT SIZE)	FOLDED SIZE
PAPER	FORM 1		
	FORM 2		
	FORM 3		
	COVER		

INK COLORS:

# OF COLORS		SIDE ONE	SIDE TWO
INK	FORM 1		
	FORM 2		
	FORM 3		
	COVER		

BINDERY: (CIRCLE ALL THAT APPLY)

BINDERY SPECIFICATIONS

FOLD SIZE: _____ **COLLATE** **PERF** **SCORE**

STITCH: SADDLE SIDE CORNER **TAB** **ROUND CORNER** **KLEENSTIK**

DRILL: 3-HOLE OTHER _____ **LABEL** **INSERT**

PAD: L R T B

PACKING: (CIRCLE ALL THAT APPLY)

LOOSE KRAFT BOX CARTON TELESKID SHRINK

SHIPPING INFORMATION:

TIME TRACK: (FOR REPROGRAPHICS USE ONLY)

SHIP QUANTITY:		TRACKING:		
PARTIAL	DATE			
_____	_____	TO ART DEPT	TO PLATE ROOM	TO PRESSROOM
_____	_____	/	/	
_____	_____	PROOFS	PROOFS	OFF PRESS AT
_____	_____	/	/	
_____	_____	PROOFS	PROOFS	FINAL COUNTS
FINAL	FINAL DATE			

BILLING:

QUOTED	ESTIMATED	UNPRICED
JOB PRICE	\$ _____	
ALTERATIONS <input type="checkbox"/>	\$ _____	
ART WORK & TYPE	\$ _____	
(ADDL SHIPPING)	\$ _____	
(STATE SALES TAX)	\$ _____	
	\$ _____	

INVOICE AMOUNT:

TOTAL COST OF JOB

RECEIVED BY: _____

DATE RECEIVED: _____

POLICIES/PROCEDURES: All services provided by or through Reprographic Services are initiated by a printing requisition. This form must be signed by the person responsible for ensuring that the product provided is in compliance with statutes and University standards, and that funds are available to cover the cost. All University letterhead, envelopes, and business cards provided through Reprographic Services must comply with the design standards established by the University Office of Communications, unless exempted by the President. Reprographic Services will advise customers whenever requested services are in possible violation of University policies, standards or federal, state, or local laws. Although the staff of Reprographic Services welcomes the opportunity to advise customers in the production process, all decisions regarding accuracy of information, design, selection of inks and stocks, etc., remain the responsibility of the originator. **Note, Copyrighted materials will only be duplicated after written permission from the copyright holder is obtained or after the requestor signs a "Waiver of Copyright Responsibility" releasing the University from liability. Forms are available in the Business Services Guide.**

BILLING: Charges will be billed to departments and auxiliaries through Accounting Services. Cash transactions may be submitted to the Reprographic Services counter - Industrial Technology Building, Rm #104. Pre-payment is required. Please direct any questions regarding payment to the Print Services Coordinator at 594-5260.

PUBLICATIONS SERVICES: The Reprographic Services Coordinator and Customer Services Representative provide consultations, cost estimating and bidding, production support services and acts as liaison between the University and outside printing vendors. Jobs cost estimating, planning and scheduling services are offered free of charge. Projects for on-campus use which may be of particular concern in graphics standards may be referred to the Office of Communications. Requests for printed material and related services should be directed to the Print Services Coordinator, or Customer Service Representative, Rm #104, Industrial Technology Building (IA), Extension 4-5260.

ADVANCE PLANNING: Because of the large volume of work handled by Reprographic Services, departments should plan their work accordingly. It is important to understand that most jobs require a sequence of operation: design planning, layout, typesetting, laser (page) proofs. Reprographic Services will produce or procure a finished product that meets the customer's exact specifications. To accomplish this in the most efficient and economical way, specifications should be determined at the inception of work. The Reprographic Services Coordinator or Customer Services Representative should be contacted as early as possible in the development stage of a printing project in order to set proper production schedules.

TEST OR CONFIDENTIAL MATERIALS: The following precautions are taken to ensure protection of printing orders marked "Test" or "Confidential":

- Upon receipt, originals are immediately secured until the order can be reprocessed.
- No student assistants are permitted to have access to the material.
- Upon completion of the order, the original and copies are wrapped and placed into a locked cabinet.
- A staff employee then delivers completed jobs to authorized personnel in Shipping & Receiving Services.
- Shipping & Receiving personnel complete final delivery to the originator and obtain a delivery signature.

To ensure security handling, it is the originator's responsibility to mark "Test" or "Confidential" on the work order. No confidential printing orders should be sent through campus mail. Students should not be permitted to drop off or pick up tests. Persons other than originators picking up a confidential order must present a Form DRF-01 signed by the originator. This form authorizes release of materials.

PRINTING/PUBLICATIONS: Printing differs from routine duplicating in that it generally involves different paper stocks and more processes in job preparation, reproduction, and finishing.

- Basic design and graphic services, particularly on projects intended for on-campus distribution, are available through Reprographic Services, Extension 4-5260.
- Projection schedules may be set in advance. Schedules may specify dates for delivery of draft, copy, dates for delivery and return of page layouts and proofs, and the date of final delivery.

Schedules obligate both the customer and the printer; late return of proofs or customer alteration of original materials will delay final delivery and incur additional expenses.

PRINTING SERVICES: ESTIMATES AND QUOTES: Pricing on PRINTING must be quoted on a per job basis due to the many variables required in pre-press preparation, production processes, and post-press activities. PAPER supply companies list several thousand combinations of paper weights, colors, sizes and finishes. Paper companies do not provide price lists as prices vary weekly due to market supply and demand. With the exception of on-hand paper inventories, Reprographic Services cannot provide firm estimates until quotes are obtained from our suppliers.

- a. Comparative prices are provided upon request based on similar work previously completed.
- b. Estimates are provided if most variables are known. Final cost may vary due to volatility of the paper market.
- c. Quotations are provided when all variables are specified. Pricing quotes are firm for 7 working days unless changes in specifications occur.

Changes made after the initial work submission may incur additional expenses. "Rush" work may result in overtime charges. Departments requesting CANCELLATION of jobs already in progress will be charged for all time and materials expended to date. PROOFREADING of typeset copy is the responsibility of ORIGINATORS. The Originator is responsible for verifying that all corrections and changes have been made, that the layout is correct in format, and all art and photo positions are correct. Typing errors attributable to Reprographic Services will be corrected at no extra charge. Jobs returned to Reprographic Services for changes or revisions requested by the originator, Author Additions (AA's), will be charged extra. Original copy must be returned. (NOTE: Changes should be indicated on a xerox copy of typeset material.) MINIMUM CHARGES will be 50% of hourly rate. Additional time will be computed in .25 hour increments. RUSH CHANGES will be 50% markup of hourly rate. IMAGING for all computer files are allotted 10 minutes processing time. Any additional time will be charged \$1.00 per minute. Client accepts sole responsibility for quality and completion of work presented before output.