

University Hall 360
Phone: (818) 677-6685
Mail Code: 8337

REPROGRAPHICS/QUICK COPIES

[REPROGRAPHICS](#)

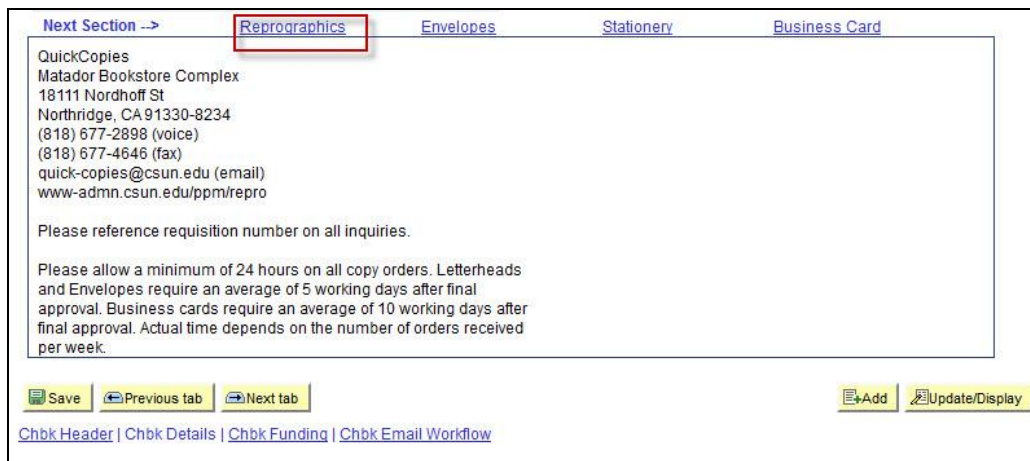
[ENVELOPES](#)

[STATIONERY](#)

[BUSINESS CARDS](#)

REPROGRAPHICS:

1. Select the blue **Reprographics** hyperlink for copies, if applicable.



Next Section --> **Reprographics** Envelopes Stationery Business Card

QuickCopies
Matador Bookstore Complex
18111 Nordhoff St
Northridge, CA 91330-8234
(818) 677-2898 (voice)
(818) 677-4646 (fax)
quick-copies@csun.edu (email)
www-admn.csun.edu/ppm/repro

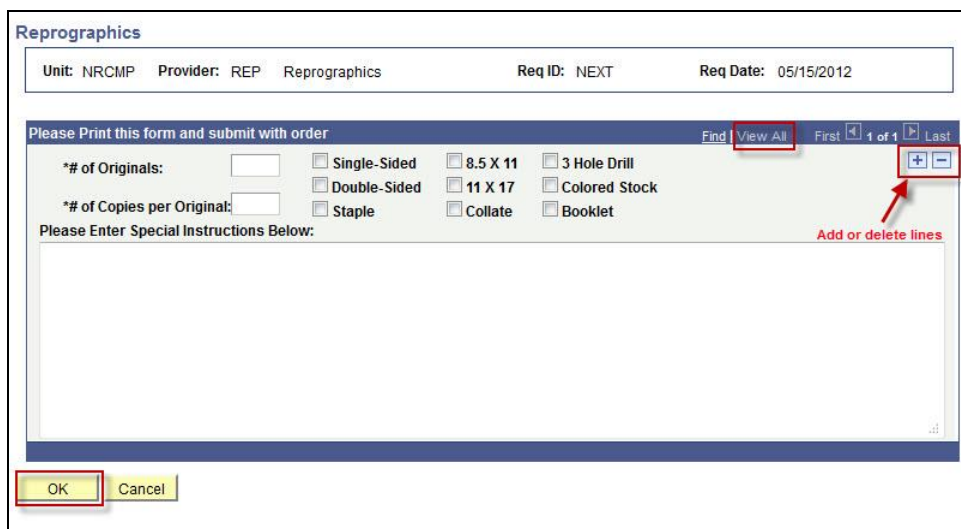
Please reference requisition number on all inquiries.

Please allow a minimum of 24 hours on all copy orders. Letterheads and Envelopes require an average of 5 working days after final approval. Business cards require an average of 10 working days after final approval. Actual time depends on the number of orders received per week.

[Save](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#)

2. The following information below must be completed to create each line of the request:



Reprographics

Unit: NRCMP Provider: REP Reprographics Req ID: NEXT Req Date: 05/15/2012

Please Print this form and submit with order Find **View All** First 1 of 1 Last

*# of Originals: ☐ Single-Sided ☐ 8.5 X 11 ☐ 3 Hole Drill
☐ Double-Sided ☐ 11 X 17 ☐ Colored Stock
☐ Staple ☐ Collate ☐ Booklet

*# of Copies per Original:

Please Enter Special Instructions Below:

[Add or delete lines](#)

[OK](#) [Cancel](#)

All fields noted with an (*) are required fields.

- ***# of Originals** - Enter the number of original documents requested to be copied. This is a required field.
- ***# of Copies per Originals** - Enter the number of copies per individual original page being requested. This is a required field.
- **Special Instructions** - This is a free-form field to enter special instructions for the order.

3. Select the **checkbox** that applies to the copy request:

- Single – Sided
- Double-Sided
- Staple
- 8.5 x 11 paper
- 11 x 17 paper
- Collate
- 3 Hold Drill
- Colored Stock
- Booklet

4. Select the **(+)** icon to add a line for additional items or select the **(-)** icon to delete a line.

5. Select **View All** to display all lines of the request.

6. Print the Reprographics page and submit to Reprographics/Quick Copies with the order.

7. Select **OK** and return to the **CHBK Funding** section of the instructions to complete the chargeback request.

ENVELOPES:

1. Select the blue **Envelopes** hyperlink, if applicable.

The screenshot displays a web application interface with a navigation bar at the top containing links: [Next Section -->](#), [Reprographics](#), [Envelopes](#) (highlighted with a red box), [Stationery](#), and [Business Card](#). The main content area is titled "QuickCopies" and lists contact information for Matador Bookstore Complex: 18111 Nordhoff St, Northridge, CA 91330-8234, (818) 677-2898 (voice), (818) 677-4646 (fax), quick-copies@csun.edu (email), and www-admn.csun.edu/ppm/repro. Below this, it states: "Please reference requisition number on all inquiries." and "Please allow a minimum of 24 hours on all copy orders. Letterheads and Envelopes require an average of 5 working days after final approval. Business cards require an average of 10 working days after final approval. Actual time depends on the number of orders received per week." At the bottom, there are buttons for "Save", "Previous tab", "Next tab", "Add", and "Update/Display". A footer bar contains links: [Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#).

2. The following information below must be completed to create each line of the request:

Envelopes

Unit: NRCMP Provider: REP Reprographics Req ID: NEXT Req Date: 05/18/2012

Please Print this form and submit with order Find View All First 1 of 1 Last

Enter the Information for Your Envelope Return Address:

*Dept Name:

College/Division:

*Campus Mail Drop:

*Quantity: *Total Cost:

☐ Black & White Print Only

☐ Black & Red Print

Special Instructions:

OK Cancel

Add or delete lines

All fields noted with an (*) are required fields.

- ***Dept Name** - Enter the full name of the department as it should appear on the envelopes. This is a required field.
- **College/Division** - Enter the full name of the College or Division as it should appear on the envelopes.
- ***Campus Mail Drop** – Enter the 4-digit mail code that uniquely identifies the department for mail delivery purposes as it should appear on the envelopes. This is a required field.
- ***Quantity** - Enter the number of envelopes to be printed. This is a required field.
- ***Total Cost** - Enter the estimated cost of the individual envelope order. This is a required field.
- **Black & White Print Only** – Select the Black & White Print Only button to request black and white print.
- **Black & Red Print** – Select the Black & Red Print button to request black and red print.
- **Special Instructions** – This is a free-form field to enter special instructions for the order.

3. Select the **(+)** icon to add a line for additional items or select the **(-)** icon to delete a line.
4. Select **View All** to display all lines of the request.
5. Print the Envelopes page and submit to Reprographics/Quick Copies with the order.
6. Select **OK** and return to the **CHBK Funding** section of the instructions to complete the chargeback request.

STATIONERY:

1. Select the blue **Stationery** hyperlink, if applicable.

Next Section --> [Reprographics](#) [Envelopes](#) **[Stationery](#)** [Business Card](#)

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quick-copies@csun.edu (email)
www-admn.csun.edu/ppm/repro

Please reference requisition number on all inquiries.

Please allow a minimum of 24 hours on all copy orders. Letterheads and Envelopes require an average of 5 working days after final approval. Business cards require an average of 10 working days after final approval. Actual time depends on the number of orders received per week.

[Save](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#)

2. The following information below must be completed to create each line of the request:

Stationery

Unit: NRCMP Provider: REP Reprographics Req ID: NEXT Req Date: 04/03/2013

Please Print this form and submit with order Find **View All** First 1 of 1 Last

Enter the Information for Your Stationery Header

*Dept Name:
Division:

Enter the Information for Your Stationery Footer

*Mail Drop ID:
Telephone:
Fax Number:
Campus Email ID:
*Quantity: *Total Cost:

California State University
Northridge Department Location

Add or delete lines

All fields noted with an (*) are required fields.

- ***Dept Name** - Enter the full name of the department as it should appear on the stationery. This is a required field.
- **College/Division** - Enter the full name of the college or division as it should appear on the stationery.
- ***Mail Drop ID** – Enter the 4-digit mail code that uniquely identifies the department for mail delivery purposes as it should appear on the stationery. This is a required field.
- **Telephone** - Enter the Campus 4-digit phone extension as it should appear on the stationery.
- **Fax Number** – Enter the 4-digit fax extension as it should appear on the stationery.
- **Campus Email ID** - Enter the email address as it should appear on the stationery.
- ***Quantity** - Enter the quantity of stationery to be printed per line. This is a required field.
- ***Total Cost** - Enter the cost of the individual letterhead order. This is a required field.

7. Select the **(+)** icon to add a line for additional items or select the **(-)** icon to delete a line.

8. Select **View All** to display all lines of the request.

9. Print the Stationery page and submit to Reprographics/Quick Copies with the order.

10. Select **OK** and return to the **CHBK Funding** section of the instructions to complete the chargeback request.

BUSINESS CARD:

1. Select the blue **Business Card** hyperlink, if applicable.

[Next Section -->](#) [Reprographics](#) [Envelopes](#) [Stationery](#) **[Business Card](#)**

QuickCopies
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Please reference requisition number on all inquiries.

Please allow a minimum of 24 hours on all copy orders. Letterheads and Envelopes require an average of 5 working days after final approval. Business cards require an average of 10 working days after final approval. Actual time depends on the number of orders received per week.

Save Previous tab Next tab Add Update/Display

[Chbk Header](#) | [Chbk Details](#) | [Chbk Funding](#) | [Chbk Email Workflow](#)

2. The following information below must be completed to create each line of the request:

Business Card

Unit: NRCMP Provider: REP Reprographics Req ID: NEXT Req Date: 04/03/2013

Please Print this form and submit with order Find View All First 1 of 1 Last

Please Explain Fully & Clearly (Give description & location of services including the contact person & email address)

*Department Name: Completion Date: 3/1 Total Cost: 0.000

Special Instructions:

1. Name: 2. Job Title: *3. Dept: College: 4. Telephone: 5. Fax: 6. Email: *7. Mail Drop:

California State University Northridge

18111 Nordhoff Street Northridge, California 91330-xxxx

(818) 677-xxxx fax (818) 677-xxxx e-mail xxx.xxx@csun.edu

OK Cancel

All fields noted with an (*) are required fields.

- ***Department Name** - Enter the full name of the department as it should appear on the business cards. This is a required field.
- **Completion Date** - This is the requested due date for the service. Key the date manually (MM/DD/YY) or select the calendar icon.
- **Total Cost** – Enter the estimated cost of each set of business cards.
- **Special Instructions** – This is a free-form field to enter special instructions for the order.
- **Name** - Enter the employee's name as it should appear on the business cards.
- **Job Title** - Enter the employee's job or working title as it should appear on the business cards.
- **Dept** - Enter the full name of the employee's department as it should appear on the business card.
- **College** - Enter the full name of college as it should appear on the business cards, if applicable.

- **Telephone** - Enter the employee's 4-digit phone extension as it should appear on the business cards.
 - **Fax Number** – Enter the employee's 4-digit fax extension as it should appear on the business cards.
 - **Email** - Enter the employee's email address requested as it should appear on the business cards.
 - ***Mail Drop** - Enter the 4-digit mail code that uniquely identifies the department for mail delivery purposes as it should appear on the business cards. This is a required field.
3. Select the **(+) icon** to add a line for additional items or select the **(-) icon** to delete a line.
 4. Select **View All** to display all lines of the request.
 5. Print the Business Card page and submit to Reprographics/Quick Copies with the order.
 6. Select **OK** and return to the **CHBK Funding** section of the instructions to complete the chargeback request.