

Foothill College Print Shop Request Form

(Use this form to submit printing requests during Fall 2026)

The Foothill College has partnered with Sir Speedy Printing for copying and printing services.

Sir Speedy Printing #0257 | 1185 Tasman Drive | Sunnyvale, CA 94089

Paulina Hoang | (408) 734-0470 | paulina@sirspeedy0257.com

Instructions

1. Fill out this form and Save to your computer.
2. For multiple request please ZIP all your files and forms into one folder. Upload the ZIP folder to this link www.sirspeedy.com/sunnyvaleca570/send-a-file. (The quantity on the Sir Speedy website does not matter as we refer to the Print Shop Request Form for instructions.)
3. Log into the site. Send file as a Guest or Register and create an account

Delivery and Pickup Options

1. Pickup (Recommended for urgent jobs). Once the vendor notifies your order is ready, you can pick it up directly from 1185 Tasman Drive, Sunnyvale, CA 94089
2. Deliver: ☐ Business & Social Sciences (Blg 3000, Room 3007) ☐ Fine Arts & Communication (Blg 1700, Room 1701) ☐ Kinesiology & Athletics (Blg 2700, Room 2713) ☐ Language Arts & Ethnic Studies (Blg 6400, Room 6406) ☐ Science, Technology, Engineering & Math (Blg 4100, Room 4118)
Delivery are usually made on Monday and Wednesday of each week.

Name:

Telephone Number:

Email Address:

Date Order:

Due Date:

☐ Pick Up ☐ Deliver

File Name:

of Pages:

Quantity:

☐ Single Sided ☐ Double Sided

Paper Weight and Types

Standard Copy Paper is 20# for Black Copies.
60# for Color Copies. Double Sided Copies Can
Be Upgrade to Heavier Weight for More Opaqcity

- ☐ 20# White Bond
☐ 20# Color Bond (Specify Color)

☐ Cardstock (Specify Color)

- ☐ Tabs
☐ Other

Size

- ☐ 8.5"x11"
☐ 8.5"x14"
☐ 11"x17"
☐ Other:

Bindery

- ☐ Collate
☐ Staple
☐ 3 Hole Punch
☐ Spiral Bind (Specify if Cover Needed and Type of Paper)

☐ Binder ☐ 1.0" ☐ 2.0" ☐ 3.0" Spine
☐ Other:

Print Color

- ☐ Black
☐ Full Color

Special Instructions