

# Sequoia Union High School District



## REPROGRAPHICS WORK REQUEST INSTRUCTIONS

### How to access, fill out, save, and submit your requests electronically

1. Go to <http://www.seq.org/repro>
2. Go to the bottom of page and click on Reprographics work request form.
3. Save the blank form to your computer. The file will show as "file\_982", which you can rename.
4. Open the blank form you have saved on your computer.
5. Fill in the form and then click file "save as"
6. File name is now highlighted. Please rename each individual request per job.

Your request is now ready to be printed or attached to an email.

Remember that if you are submitting electronically, attach your request and documents to the email and send to: [reprographics@seq.org](mailto:reprographics@seq.org). For any questions, please call or email Nick Sakelarios, 650.369.1411, ext. 22245, [nsakelarios@seq.org](mailto:nsakelarios@seq.org), or Gladys Gudino, 650.369.1411, ext. 22246, [ggudino@seq.org](mailto:ggudino@seq.org).