

MSJC | Mt. San Jacinto
College

PRINT SHOP

How to order paper



https://www.msjc.edu/printshop/

MSJC Mt. San Jacinto College

About Athletics Performing Arts Board of Trustees Employment Give Student Support Hub **Enroll Now**

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MSJC / MSJC Print Shop

MSJC Print Shop

Welcome to the Printing Department

It is the policy of the Mt. San Jacinto College Printing Department to provide all District users with the highest level of printing and bindery support services feasible within its constraints of personnel finances and material.

The Printing Department is authorized only to print Mt. San Jacinto College materials for faculty and staff.



Located in building 800 on the San Jacinto Campus.

Request for Printing

A Request for Printing Form must be completed for all services. After completing the PDF Online Print Request Form, do a SAVE AS and rename the form to be associated with your print job. Then send the PDF form as AN ATTACHMENT along with your job file in an email to printshop@msjc.edu

[Request for Printing](#)

[Order Business Cards \(login required\)](#)

[MarketDirect StoreFront \(Paper Ordering\)](#)

Click MarketDirect StoreFront link 

Hours of Operation

Monday-Thursday, 7:00AM - 5:00PM (SJC)
 Friday, 7:00AM to 12 Noon (SJC)
 Monday-Thursday, 7:00AM - 5:00PM (MVC)
 Friday, 7:00AM to 12 Noon (MVC)
 Closed Saturdays and Sundays

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MSJC Mt. San Jacinto College

Search Product 0

SHOP BY CATEGORY

View All

Paper Supplies



FEATURED CATEGORIES



BROWSE

PAPER SUPPLIES
 Paper available for purchase for faculty and staff through the Print Shop.

Click paper supplies category 

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MSJC Mt. San Jacinto College

Search Product (0)

All Categories **PAPER SUPPLIES**

Paper Supplies Paper available for purchase for faculty and staff through the Print Shop.

IN THIS CATEGORY:



Qty:

BUY NOW

WHITE 20# 8 1/2" X 11" PAPER (CASE)

White 20# 8 1/2" x 11" Paper (CASE QUANTITY: 5000 SHEETS) ...

Enter quantity ➔ ➔ Click buy now button

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Search Product (1)

CART

Due Date: **MON September 26 2022 07:30** Selected Print Shop: **Mt San Jacinto College Print Shop**

Products	Quantity	Unit Price	Total	
 White 20# 8 1/2" x 11" Paper (CASE) Item Name: White 20# 8 1/2" x 11" Paper (CASE)	<input type="text" value="2"/> <small>Save for later Remove</small>	\$45.52	\$91.04	

Subtotal: \$91.04

Handling: \$0.00

Total: \$91.04

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART

Click Proceed to Checkout button ➔

PROCEED TO CHECKOUT ➔

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1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type:

ADDRESS ➔ Click Save button

Save **Cancel**

Add Another Recipient

Hours Of Operation

Sun : Closed

Mon-Thu : 7:30 AM-5:00 PM

Fri : 8:00 AM-12:00 PM

Sat : Closed

Products

White 20# 8 1/2" x 11" Paper (CASE)

Item Name: White 20# 8 1/2" x 11" Paper (CASE)

Qty	Unit Price	Total
2	\$45.52	\$91.04

Subtotal: \$91.04

Handling: \$0.00

Total: \$91.04

CONTINUE SHOPPING

Click Proceed to Payment button ➔

PROCEED TO PAYMENT ➔

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Shipping **2** Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.
 Budget Code **Click Payment Method**

BUDGET CODE
Budget Code With Dashes:
 Leave this area blank

Products
White 20# 8 1/2" x 11" Paper (CASE)
Item Name: White 20# 8 1/2" x 11" Paper (CASE)

Qty	Unit Price	Total
2	\$45.52	\$91.04

Subtotal: \$91.04
Handling: \$0.00
Total: \$91.04

CONTINUE SHOPPING **PLACE MY ORDER**

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Shipping **2** Payment **3** Finish

Order Confirmation **Confirmation Page**

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # 42	Status: Approval required	Order Date: 9/21/2022 4:11:08 PM PDT Due Date: 9/26/2022 7:30:00 AM PDT As of 9/21/2022 4:11:09 PM PDT
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Order placed by:

Print Shop
Mt San Jacinto College Print Shop
printshop@msjc.edu
1499 N. State St
Building 800
San Jacinto
CA - California
92583
United States
951.487.3120

Hours Of Operation

Sun : Closed
Mon-Thu : 7:30 AM-5:00 PM
Fri : 8:00 AM-12:00 PM
Sat : Closed

SHIPMENT 1
Pick up at SJC Print Shop

ADDRESS

Hours Of Operation
Sun : Closed
Mon-Thu : 7:30 AM-5:00 PM
Fri : 8:00 AM-12:00 PM
Sat : Closed

Products
White 20# 8 1/2" x 11" Paper (CASE)
Item Name: White 20# 8 1/2" x 11" Paper (CASE)

Qty	Unit Price	Total
2	\$45.52	\$91.04

Payment Method:
Accounting Codes

Subtotal \$91.04
Handling \$0.00
Total \$91.04

CONTINUE SHOPPING **PRINT**