

REQUEST FOR PRINTING

GL ACCOUNT CODE NUMBER	Account code is required before work can begin.
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>



REQUESTED BY (Name): _____	WORK ORDER # <input style="width: 40px;" type="text"/>
SITE/SCHOOL _____	PHONE NUMBER/EXTENSION _____
E-MAIL ADDRESS _____ @ _____	NEED BY A SPECIFIC DATE?

Description	<input style="width: 95%; height: 20px;" type="text"/>	(Max 24 Characters)
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JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING	NO. OF PAGES _____	TYPESETTING/CHANGES (DESCRIBE): _____	PLEASE SEND A SAMPLE WITH ALL REPRINTS!	
	NO. OF COPIES _____			
	ORIGINAL SIZE _____			<input type="checkbox"/> ONE-sided printing <input type="checkbox"/> Mixed one and two-sided printing <i>(please send sample for us to follow)</i>
	FINISHED SIZE _____			<input type="checkbox"/> TWO-sided printing

PAPER	BOND	<input type="checkbox"/> WHITE _____ # (text weight) <input type="checkbox"/> COLOR (specify code: _____) _____ # (text weight) <input type="checkbox"/> COLOR (specify code: _____) _____ # (text weight)	CARDSTOCK	<input type="checkbox"/> WHITE _____ # (cover weight) <input type="checkbox"/> COLOR (specify code: _____) _____ # (cover weight) COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both
	CARBONLESS	<input type="checkbox"/> 2-PART (W/Y) <input type="checkbox"/> 3-PART (W/Y/P) <input type="checkbox"/> 4-PART (W/Y/P/GOLD) <input type="checkbox"/> OTHER _____		
	LABELS	<input type="checkbox"/> ADDRESS/MAILING <input type="checkbox"/> 2" CIRCLE <input type="checkbox"/> 3 1/3" CIRCLE <input type="checkbox"/> CRACK-N-PEEL color _____		
	OTHER	_____		

IMPRINT	<input type="checkbox"/> DIGITAL FULL COLOR <input type="checkbox"/> DIGITAL BLACK & WHITE/GRAYSCALE <input type="checkbox"/> PRESS <i>(List Pantone colors in notes area below)</i>
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BINDERY	STAPLE	 <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLESTITCH	BIND	<input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> TAPE BINDING <input type="checkbox"/> 3 HOLE DRILLING
	FOLD	 <input type="checkbox"/> HALF <input type="checkbox"/> THIRDS (letter) <input type="checkbox"/> THIRDS (Z-fold) <input type="checkbox"/> IF OTHER FOLD, PLEASE SEND SAMPLE		<input type="checkbox"/> PADDING: # of sheets per pad _____ # of pads _____

SOURCE MATERIALS	<input type="checkbox"/> HARD COPY <input type="checkbox"/> ON FILE <input type="checkbox"/> ATTACHED IN SCHOOLDUDE
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NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS
<input style="width: 95%; height: 95%;" type="text"/>	

PRINT SERVICES USE ONLY
Press _____
B & W _____
Color _____
Envelopes _____
Booklets _____
Carbonless _____
Newsletters _____
Posters _____
Bill Date _____
Total Cost _____

DELIVERY	<input type="checkbox"/> INTERSCHOOL MAIL <input type="checkbox"/> GENERAL DELIVERY	DELIVER TO	NAME _____
	<input type="checkbox"/> CUSTOMER PICK UP <input type="checkbox"/> DISTRIBUTE PER LIST		LOCATION _____