



# Hampton City Schools

## REQUEST FOR PRINTING SERVICES

### TO: **Printing & Records Management**

email: mwood@hampton.k12.va.us

Fax: 757-727-2078

Title of Form / Publication: \_\_\_\_\_

Contact Person / Phone Number: \_\_\_\_\_

Department / School: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Requested completion date: \_\_\_\_\_

Number of copies: \_\_\_\_\_ Number of originals submitted: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

**N** All materials (unless specified below) will be reproduced at the discretion of the Print  
**O** Shop, in regard to printing and bindery applications to achieve a quality finished product.  
**T** Substitution for unavailable materials will be made if necessary.  
**E** Jobs requiring special order material will add 3 days to the production schedule.

PLEASE CHECK ON AVAILABILITY PRIOR TO SUBMITTING REQUEST IF SUBSTITUTIONS SHOULD NOT BE MADE.

### PRINTING

- ☐ Front Only
- ☐ Front and Back
- ☐ As Per Sample
- ☐ Other / Specify size: \_\_\_\_\_

### INK

- ☐ As Per Sample
- ☐ Black ☐ Blue
- ☐ Red ☐ Green
- ☐ PMS: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### PAPER

- ☐ Letterhead
- ☐ Envelopes (circle one)  
White Regular/ Window
- ☐ 20 lb. Bond (circle one)  
White / Color: \_\_\_\_\_
- ☐ Index - Cover  
White / Color: \_\_\_\_\_
- ☐ NCR Carbonless
- ☐ 2-Part ☐ 4-Part
- ☐ 3-Part ☐ 5-Part
- ☐ Other: \_\_\_\_\_

### BINDERY

- ☐ Collate
- ☐ Staple
- ☐ Fold
- ☐ 3 Hole Punch
- ☐ Spiral Bind
- ☐ Pad
- ☐ Cut
- ☐ Other

### PRINT SHOP USE ONLY