

HAMPTON CITY SCHOOLS

PRINTING SERVICES

PRINTING SERVICES WORK ORDER

Job Number: _____

Title of Form or Publication:	Date of Request:
Requested By (Department):	Completion Date Requested:
Budget Code:	Date Received HCS Printing:
Authorized by:	Number of Copies: Number of Pages:
<u>Name and Phone Number of Contact Person:</u>	<input type="checkbox"/> Revised form or publication. <input type="checkbox"/> New form or publication
	NOTES:
PLEASE NOTE: ATTACH A COPY OF THE ITEM TO BE PRINTED TO THIS WORK ORDER!	
NOTE: If you have not received notice that your printing request is ready within ten (10) working days, please call 727-2080 or 727-2079 to check on the job status! PRINTING MAY BE PICKED UP MONDAY - FRIDAY 7:30 a.m.- 11:30 a.m. and 1:30 p.m. - 3:30 p.m.	

PRINTING:

- ☐ Front Only
- ☐ Front and Back
- ☐ As per Sample

☐ Other/Specify:

INK:

- ☐ As per sample
- ☐ Black
- ☐ Blue
- ☐ Red
- ☐ Green
- ☐ Other: PMS # _____

PAPER

- ☐ Letterhead
- ☐ Envelope(circle one)
 - Regular / Window
 - Other: _____

- ☐ Bond Paper (circle one)
 - White / Color: _____

- ☐ Index (Card Stock) (circle one)
 - White / Color _____
- ☐ Cover stock (specify color and specs.)

Carbonless (specify)

- ☐ 2 part ☐ 3 part ☐ 4 part ☐ 5 part ☐ 6 part

BINDERY

- ☐ Collate
- ☐ Staple
- ☐ Fold
- ☐ 3 Hole Punch
- ☐ Pad
- ☐ Cut
- ☐ Other/Specify