

# REQUEST FOR PRINTING

GL ACCOUNT CODE NUMBER	Account code is required before work can begin.
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



REQUESTED BY (Name): _____		WORK ORDER # <input style="width: 100px;" type="text"/>
SITE/SCHOOL _____		PHONE NUMBER/EXTENSION _____
E-MAIL ADDRESS _____ @ _____		NEED BY A SPECIFIC DATE? _____

Description	<input style="width: 100%;" type="text"/>	(Max 24 Characters)
-------------	-------------------------------------------	---------------------

## JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

<b>PRINTING</b>	NO. OF PAGES _____	TYPESETTING/CHANGES (DESCRIBE): _____	<b>PLEASE SEND A SAMPLE WITH ALL REPRINTS!</b>	
	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

<b>PAPER</b>	<b>BOND</b>	<input type="checkbox"/> WHITE _____ # (text weight) <input type="checkbox"/> COLOR (specify code: _____) _____ # (text weight) <input type="checkbox"/> COLOR (specify code: _____) _____ # (text weight)	<b>CARDSTOCK</b>	<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
	<b>CARBONLESS</b>	<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 _____		
	<b>LABELS</b>	<input type="checkbox"/> ADDRESS/MAILING <input type="checkbox"/> 2" CIRCLE <input type="checkbox"/> 3 1/3" CIRCLE <input type="checkbox"/> CRACK-N-PEEL color _____		
	<b>OTHER</b>	_____		

<b>IMPRINT</b>	<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>
----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>BINDERY</b>	<b>STAPLE</b>	 <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLESTITCH	<b>BIND</b>	<input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> TAPE BINDING <input type="checkbox"/> 3 HOLE DRILLING
	<b>FOLD</b>	 <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 _____

<b>SOURCE MATERIALS</b>	<input type="checkbox"/> HARD COPY <input type="checkbox"/> ON FILE <input type="checkbox"/> ATTACHED IN SCHOOLDUDE
-------------------------	---------------------------------------------------------------------------------------------------------------------

<b>NOTES</b>	<b>ADDITIONAL NOTES/SPECIAL INSTRUCTIONS</b>
<input style="width: 100%; height: 100%;" type="text"/>	

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

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