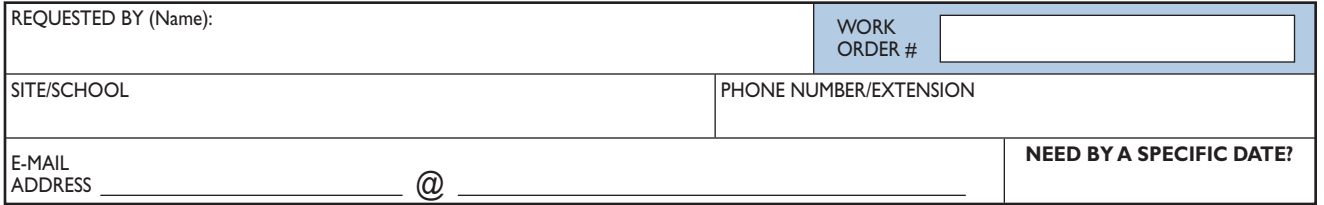


GL ACCOUNT CODE NUMBER	Account code is required before work can begin.
<div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div>











Description (Max 24 Characters)

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

PAPER	BOND	<input type="checkbox"/> WHITE _____ # (text weight)	CARDSTOCK	<input type="checkbox"/> WHITE _____ # (cover weight)
		<input type="checkbox"/> COLOR (specify code:_____) _____ # (text weight)		<input type="checkbox"/> COLOR (specify code:_____) _____ # (cover weight)
		<input type="checkbox"/> COLOR (specify code:_____) _____ # (text 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 (List Pantone colors in notes area below)
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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 
	FOLD	 <input type="checkbox"/> HALF  <input type="checkbox"/> THIRDS (letter)  <input type="checkbox"/> THIRDS (Z-fold)		<input type="checkbox"/> 3 HOLE DRILLING <input type="checkbox"/> TAPING  <input type="checkbox"/> 3 HOLE DRILLING <input type="checkbox"/> PADDING: # of sheets per pad _____ # of pads _____
<input type="checkbox"/> IF OTHER FOLD, PLEASE SEND SAMPLE				

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

SOURCE MATERIALS ☐ HARD COPY ☐ ON FILE ☐ ATTACHED IN SCHOOLDUDE

NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS

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