



District Print Shop Work Request Form

ALL JOBS ARE PRINTED 2-SIDED UNLESS OTHERWISE INSTRUCTED

Request Must Be Print Ready - We Cannot Adjust or Modify

Minimum 3-Business Days Turn-Around Time from the Day the Job is Received in the Shop

Name: _____ Telephone: _____ Date Ordered: _____

Minimum 3-Business Day Turn-Around Time

Deliver to: _____ Telephone: _____ Due Date: _____

Name of Document: _____ Date Completed: _____

Number of Originals/Pages: _____ Number of Copies: _____ Total Impressions: _____

REGULAR COPIES	Black & White:	Color:	Collated:	Un-Collated:
PAPER SIZE:	8½ X 11:	8½ X 14:	11 X 17:	Other:
FINISHED COPY:	Double-sided:		Single Sided:	

Note: Originals must be 8 ½ x 11, 8 ½ x 14, or 11 x 17. No short or odd sized originals.

Select Paper Weight/s: 20 lb. (regular copy paper): **Cover/Cardstock:**

Colors: All Available in 20 lb.: White, Blue, Green, Pink, Canary, Salmon & Ivory

Paper color: _____

*** BOOKLETS ***				
COVERS: <i>Cover/Card Stock used - Booklet Covers in White Only</i>	NONE:	Front Only:	Back Only:	Front & Back:
SIZE OF BOOKLET:	<input type="checkbox"/> Original Size 11"x17"= 8.5x11 Folded	<input type="checkbox"/> Original Size 8.5"x11"= 8.5x5.5 Folded		
FINISHING:	Single Staple:	Double Staple:	3-Hole:	NCR: <input type="checkbox"/> 2-PART
BOOKLET:	Regular Fold:	Square Bind:	White Cover:	<input type="checkbox"/> 3-PART <input type="checkbox"/> 4-PART
PADDING REQUIRED?:	Yes:	No:	Sheets Per Pad:	Size of Pad:

SPECIAL INSTRUCTIONS / NOTES:

Principal's / Ordering Signature _____

School/Dept. or Administrative Approval _____

- **Print request must be print ready; we cannot adjust or modify.**
- **Do Not staple copies. Use paper or binder clips if you must group originals.**
- **No** torn original/s. No wide black edges on original/s.
- **Copy quality is based on the quality of the original/s.**

Print Shop: 973-317-2104