

Phone 686.7730 Fax 686.2947

All jobs must be Budget approved prior to going to Printing Services

PLEASE ALLOW 5 TO 7 WORKING DAYS FROM THE TIME THE PRINT SHOP RECEIVES THIS ORDER FOR ALL PRINTED MATERIAL.

The base charge is determined by the District Warehouse based on white 8.5 x 11 bond paper. Prices will be adjusted to reflect cost differences based on white 8.5 x 11 bond paper. Computations for all charges requested/required will be reflected on originator's copy.

SITE/DEPARTMENT GOLD OAK ELEM / Computer		PHONE/EXT (916) XXX-XXXX ext. XXX	
ORIGINATOR JOE SAFE		FAX REQUESTED COMPLETION DATE 8/13/2010	
APPROVALS		DATE	
SITE ADMINISTRATOR TECH SERVICES ADMIN. WILL SIGN			
PROGRAM SUPERVISOR			
STANDARD REQUEST		ACCOUNT CODE	
# OF ORIGINALS	1 SIDED 2 SIDES	NUMBER OF COPIES/SETS	TOTAL COPIES (CLIPS)
4	2	30/4	960
3	1	26/5	390
NCR REQUEST		FINISHED 1 SIDED 2 SIDES	
NUMBER OF ORIGINALS	NUMBER OF SETS	PRINTED SIZE 8 1/2 x 11 8 1/2 x 14	FINISHED FORM SIZE X
JOB DESCRIPTION i-SAFE HANDOUTS		SPECIAL INSTRUCTIONS	
PLEASE INDICATE ANY REQUESTS FROM THE FOLLOWING		IN THE BOX ON THE RIGHT, PLEASE INDICATE WHERE STAPLES, HOLE PUNCHED, OR GLUED EDGE SHOULD BE, ETC.	
COLOR PHOTO COPIES	BOOKLET	COLLATE (SET)	GROUP (NON COLLATE) (EG. PG. 1, 20 COPIES PG. 2, 20 COPIES ETC.)
SPLIT SHEETS	STAPLE	CUT	FOLD
HOLE PUNCH	PADDING	NUMBERING	MASTERS/PLATES
		INK COLOR CHANGE	PASTE UP
		PHOTOTYPESET	SHRINK WRAP
		BINDING SPIRAL (SLINKY) OR COMB	LABEL
		ZIP CODE ARRANGEMENT	HAND COUNT
ESTIMATED COST	PRINT SHOP ONLY	TOTAL COST	