

JOB NAME/ DESCRIPTION _____

DATE OF REQUEST _____

DATE NEEDED _____
(DO NOT USE ASAP - BUT RATHER A SPECIFIC DATE NEEDED)

NAME OF PERSON REQUESTING _____

ADMINISTRATIVE APPROVAL _____

CHARGE TO ACCOUNT NUMBER _____

HIGH SCHOOL PRINT SHOP REQUEST FORM PHONE: 591-5519

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DIRECTIONS NUMBER OF PAGES TO BE COPIED _____
NUMBER OF COPIES NEEDED _____

DUPLO PRINTING-CHECK HERE IF YES _____ CONSTRUCTION PAPER ENCLOSED

PRINTING REQUIRED: MARK ONE _____ PRINT AS PER ORIGINAL _____ PRINT 1-1 (1-SIDE)
_____ PRINT ON ONE SIDE (ORIGINAL IS 2 SIDED)
_____ PRINT ON BOTH SIDES(1-2) _____ PRINT BOTH SIDES(2-2)

FINISHING REQUIRED: MARK ONE _____ COLLATE (ASSEMBLE INTO SETS) _____ STACKS (UNCOLLATED)
_____ PAPER CLIP _____ COLORED SLIP SHEETS
_____ RUBBERBAND _____ STAPLE 1 - TOP LEFT (PORTRAIT) _____ STAPLE 2 TIMES (BOOK STYLE)
_____ STAPLE 1 TIME -LANDSCAPE STYLE _____ BIND -(ADHESIVE TAPE .30EACH) CHOICE OF COLOR BIND - BLACK OR BLUE (CIRCLE CHOICE)
*****NOTE STAPLING AND BIND JOBS ARE LIMITED TO 125 SHEETS - LESS IF CARD STOCK USED

COVERS - IF REQUIRED STOCK - _____ PAPER OR _____ CARDSTOCK _____ COLOR CHOICE WRITE ON FRONT - SEE BACK FOR CHOICES
FRONT/BACK COVERS: SAME OR DIFFERENT (CIRCLE ONE) FRONT PRINTING: _____ BLANK _____ PRINT SIDE 1 _____ PRINT SIDE 2
BACK PRINTING: _____ BLANK _____ PRINT SIDE 1 _____ PRINT SIDE 2 ♡ PAGE NUMBERING IS AVAILABLE---CALL FOR DETAILS ♡

STOCK REQUIRED : SEE CHOICES ON BACK- WRITE ON FRONT SPECIAL REQUESTS: TABS - WHITE PUNCHED OR WHITE OR IVORY UNPUNCHED
TRANSPARENCIES: COST .50 EACH

SIZE: 8 1/2 X 11 _____ OTHER _____ (FILL IN THIS SIDE)
TYPE: PAPER _____ OTHER _____ (CARDSTOCK/PUNCHED, ETC. FILL IN THIS SIDE)
COLOR: WHITE _____ OTHER _____ (FILL IN THIS SIDE)

DISTRIBUTION

BUILDING	PERSON	BUILDING	PERSON
C-A HIGH SCHOOL	_____	FENTON LAWN	_____
JUNIOR HIGH	_____	STALKER	_____
CARMAN PARK	_____	TRANSPORTATION	_____
DILLON	_____	SENIOR CENTER	_____
DYE	_____	BENDLE/C-A ADULT & COMM ED CENTER	_____
RANDELS	_____	SUPPORT SER CTR	_____
RANKIN	_____	ADMINISTRATION	_____
WOODLAND	_____	SERVICE CENTER	_____
SPECIAL ED/JR.HI.	_____	MEDIA HIGH SCHOOL	_____

REVISED: 01/1999

OVER FOR PAPER CHOICES:

MARK CHOICES ON FRONT PLEASE

REPRO. STY