

PRINT CENTER ORDER FORM

Work Request No. _____

Code: _____

School Name: _____

Requested By: _____

Principal's Signature: _____

**FOR PRINT CENTER
USE ONLY**

Initials

Returned

Labor Minutes

DATE OF REQUEST _____ **NO. OF ORIGINALS** _____ (Count each side to be copied)

DATE REQUIRED _____ **NO. OF COPIES** _____ (If NCR Copies, specify total sets)

PRINTING INSTRUCTIONS:

(Check all that apply)

- ONE SIDE
 FRONT & BACK
 Landscape: Head to Head
 Head to Foot

- COLLATE
 STAPLE

- (Check 1 choice only)
 ___1 in CORNER
 ___2 on LEFT SIDE
 ___2 in CENTERFOLD

PAPER COLOR: Please Mark Choice Do not mark NCR paper here, see below.

- White Blue Pink Green Ivory Yellow Goldenrod Other _____

- CARDSTOCK PARCHMENT PAPER SUPPLIED

- COLOR COPIER 3-HOLE PUNCH 11 x 17 (White Only) 8 1/2 x 14 (White Only) Cut (Size) _____

- FOLD TRI FOLD HALF ASST. COLORS

NON 24-HOUR WORK (Check as needed)

(MUST ALLOW A MINIMUM OF FIVE WORKING DAYS FOR THESE PROJECTS.)

INK COLOR: ___Orange ___Pink ___Blue ___Brown ___Burgundy ___Green ___Purple ___Red

NCR PAPER: ___2 Part (Wht/Yel) or (Wht/Pink)

3 Part _____ NCR Pad (NCR pad joins each set together)
 4 Part
 5 Part

___Plastic Covers ___Envelopes ___Regular Pad

___Plastic Bind

_____ (Specify number of sheets per pad)

Additional printing instructions or brief description of work request:

IF REQUESTING 3 OR MORE ORIGINALS, FRONT AND BACK, INDICATE HOW PAGES ARE TO BE RUN BELOW:

/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
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