

PRINT CENTER ORDER FORM

Work Request No. _____

**FOR PRINT CENTER
USE ONLY**

Code: _____

Initials _____

School Name: _____

Returned _____

Requested By: _____

Labor Minutes _____

Principal's Signature: _____

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.)

SINGLE INK COLOR: For envelopes or letterhead only ___Blue ___Burgundy ___Green ___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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