

PRINTING REQUEST FORM

Job Ticket Number: _____

Instructions:

1. Send this form in **School Mail** to the print shop or **Email** to kprine@mesquiteisd.org.
2. Make sure **section I** is filled out completely.
3. Have the form signed by your principal or administrator.
4. If possible, include a print-out of your job and pdf.
5. **If the accounting code is missing, the order will not be processed.**

SECTION I: JOB DESCRIPTION

Job Title/Form Number: _____ Job needed-by date: ___/___/___
(Title necessary for filing purposes; please give the job or form a title even if it does not have one.)

Ordered by: _____ School/Dept: _____ Phone: _____

Deliver to: _____ At: _____ Call when ready phone: _____

ACCOUNTING CODE					
Fund	Func.	Object	Sub. Obj.	Org.	Inst. Area

Quantity needed (number of copies): _____

Administrator approval Date ___/___/___

SECTION 2: PRINTING SPECIFICATIONS

Person to contact for proofing: _____ Phone: _____

- New order Repeat order with changes Return originals
 Repeat order with no changes Replaces old job or form Keep original on file

Number of originals/pages (*front and back count as two pages*): _____ Trim size: _____ x _____

LAYOUT SPECIFICATIONS: PAPER AND INK SPECIFICATIONS:
 Like sample Paper stock: (COLOR/SIZE) _____
 Print only on one side Cover paper stock: (COLOR/SIZE) _____
 Print front and back Ink colors to be used: _____

Additional information: _____

SECTION 3: BINDERY SERVICES

- Collate only Drill holes (specify) _____ Score (specify) _____
 Collate/staple (specify) _____ Tabs (# of tabs) _____ Fold (specify) _____
 GBC bind Perforate (specify) _____
 Padded – number to pad: _____

Date received by Print Shop: ___/___/___