



PRINTING SERVICES ORDER FORM

Complete the form and submit to alicausi@medford.k12.ma.us or jsampson@medford.k12.ma.us

Contact Name _____ Today's Date _____ Date Required _____

Organization _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

JOB TYPE AND QUANTITY

Job Description (i.e. Business Card, Memo, Ticket, Poster, Booklet, etc.) _____

1-sided 2-sided

Quantity _____ Size _____

SPECIAL INSTRUCTIONS:

COLOR REPRODUCTION

Black Ink Single Color _____
 Two Color Full Color _____

PAPER TYPE

20 lb. bond/copy paper
 Opaque (2-sided)
 Card
 Index
 Writing Bond (letterhead)
NCR: 2-part 3-part 4-part
 Poster: Glossy Plain Paper

Prepared Electronic Artwork Supplied? Yes No
Sample Attached? Yes No

APPLICATION /FILE FORMAT TYPE:

(Word, InDesign, PDF, etc.) *Note: All items must be PDF. Please do not send MS Office Publisher files. We use Adobe Creative Suite.*

Flash Drive CD/DVD E-mail

BINDERY

Folding
 Side or Saddle Stitching (staples)
 Perforating
 Laminating
 GBC Comb Binding
 Wire Binding
 Padding
 3-Hole Punch

To Our Valued Patrons,
Please keep in mind that this is an educational facility. We are not a commercial print production facility. We cannot make any guarantees that your request can be completed or completed on time. Certain print request are beyond the scope of the students and/or the capabilities of our equipment. Your understanding on this matter is appreciated.

Copyright Release

All that appears in your submission must be un-encumbered by copyrights. Please sign and date below:

All images supplied are free from copyright protections and are owned by the submitter or the submitter has permission to reproduce the supplied design in any part or in total.

Signed _____

Date _____

OFFICE USE ONLY:

_____ Date Out Recorded Billed

★Please make checks payable to Medford Technical School Graphic Arts