

Newark Unified School District

Goal _____ Graphic Arts Requests _____ School Year

Originator's Information			
Date Submitted	Dated Needed	Site/Department	Your Site Reference #
Submitted by		Contact #	Grade Level
Budget Code		Admin/Management Approval	

Job Description			
# of Originals	Quantity to Print	NUSD Form #	Job Title (Use Black or Blue ink)

Paper Selection	
Color:	<input type="radio"/> White <input type="radio"/> Buff <input type="radio"/> Blue <input type="radio"/> Pink <input type="radio"/> Canary <input type="radio"/> Green <input type="radio"/> Gold <input type="radio"/> Other _____
Type (other than Bond):	<input type="radio"/> NCR _____ part <input type="radio"/> Cardstock <input type="radio"/> 3 Hole <input type="radio"/> Paper provided
Size:	<input type="radio"/> 8 1/2 x 11 <input type="radio"/> 8 1/2 x 14 <input type="radio"/> 11 x 17

Finishing/Copying	
Printed:	<input type="radio"/> One Sided <input type="radio"/> Back to Back <i>Note: Orders will be printed back to back if not stated.</i>
Assembly:	<input type="radio"/> Collated Only (1,2,3...1,2,3...) <input type="radio"/> Collated & Stapled <input type="radio"/> Uncollated (1,1,1...2,2,2...3,3,3)
Binding:	<input type="radio"/> Plastic Spiral <input type="radio"/> Tape Binding <input type="radio"/> Folding: <input type="radio"/> Half-Fold <input type="radio"/> Tri-Fold
Cutting:	<input type="radio"/> 1/2 <input type="radio"/> 1/4 <input type="radio"/> Other: _____
Padding:	<input type="radio"/> _____ # of sheets per pad, _____ # of pads <input type="radio"/> Top Glue <input type="radio"/> Left Side Glue <input type="radio"/> No Cardboard

Additional Instructions

For Graphic Arts Use Only			
# of Originals	# of Impressions	Date Completed	Charge