



# Newark Unified School District

## Graphic Arts Department

### Customer Job Request Form

Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Company/Billing Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing Phone \_\_\_\_\_ Billing Email \_\_\_\_\_

Customer Account Number \_\_\_\_\_ Date \_\_\_\_\_

#### Items to be Processed

# of Originals	Quantity	Job Description	<input type="radio"/> Color	<input type="radio"/> Black & White

#### Paper Selection

**Color Paper:**    White    Buff    Blue    Pink    Canary    Green    Gold    Other \_\_\_\_\_

**Type (other than 20lb Bond):**    NCR \_\_\_\_ part    Cardstock    3 Hole    Paper provided

**Size:**    8 1/2 x 11    8 1/2 x 14    11 x 17    Booklet

#### Finishing/Copying

**Printed:**    One Sided    Back to Back   *Note: Orders will be printed back to back if not stated.*

**Assembly:**    Collated Only (1,2,3...1,2,3...)    Collated & Stapled    Uncollated (1,1,1...2,2,2...3,3,3) *N/C*

**Binding:**    Plastic Spiral/Tap    Dual Staple *N/C*      **Folding:**    Half-Fold    Tri-Fold *N/C*

**Cutting:**    1/2    1/4    Other: \_\_\_\_\_ *N/C*

**Padding:**    \_\_\_\_ # of sheets per pad, \_\_\_\_ # of pads    Top Glue    Left Side Glue    No Cardboard *N/C*

#### Additional Instructions

#### For Graphic Arts Use Only

# of Originals	# of Impressions	Date Completed	Charge