

Account #

01	005	170	170	000	385
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Send To: _____

Today's Date: _____

Building: _____

Date Needed: _____

Email address: _____@minnetonkaschools.org

Print Instructions: Please fill in all fields; default settings are 1→1 sided, white paper, and grouped.

Number of Originals: _____ (each printed side is an original)

Quantity of each: _____

Print: _____ 1→1 sided _____ 1→2 sided _____ 2→2 sided

Circle One: Collate (ABC, ABC, ABC...) ~ or ~ Grouped (AAA, BBB, CCC...)

Color: All colors are not always available—please indicate 1st & 2nd color choices:

_____ White _____ Blue _____ Golden Rod _____ Cherry _____ Green _____ Grey

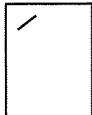
_____ Ivory _____ Orchid _____ Pink _____ Salmon _____ Tan _____ Yellow

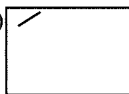
Special Paper (sent with this order): _____

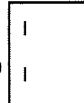
Specialized Tasks:


_____ 3-Hole Punch

_____ Staple: (please circle choice below)

Top left corner
(Max 65 sheets) 

Landscape
(Max 65 sheets) 

Double
(Max 65 sheets) 

Saddle Stitch
(Max 20 sheets) 

Other Special Instructions:

Building Approval: Signing below indicates the following.

All work requested has been entered in this form. The Business Office is authorized to charge the cost of print services against the account numbered indicated above. The work requested is not in violation of copyright laws and is proof ready.

Date _____

Signature _____