

-Sample Only-
For illustration in filling out the
Printing Request Form.
Please fill out the required fields as indicated by a
green X

Your
Tracking
Number



DISTRICT PRINTING REQUEST

*To avoid all possible delays of your printing orders,
please provide as much information as possible.*

FY 05-06

Tracking Number

003854

RUSH

Date ordered: **X** _____ Date needed: **X** _____

Requested By: **X** _____ Dept. or Site: **X** _____
(3 digits) (5 digits) (1 digit) (5 digits) (5 digits) (5 digits) (3 digits) (4 digits) (3 digits)

X BUDGET NO. _____

No. of originals: _____ Description of Job: _____

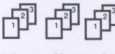
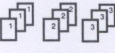
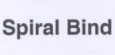
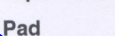
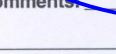
No. of copies: _____ Paper size: _____ Letter (8½ x 11) _____ Legal (8½ x 14) _____ Ledger (11 x 17)

X Total quantity of: ½ sheets _____ ¼ sheets _____ Other size _____ (please include sample)

Paper color: _____ Print: _____ 1-sided _____ Back-to-Back _____ 2-sided-to-2-sided _____ As is

Paper weight: _____ 20 lb. _____ Index _____ Coverstock _____ Carbonless: _____ 2-part _____ 3-part _____ 4-part

Special Instructions: _____

- Collated Staple: (Please circle one)

- Uncollated Fold: (Please circle one)

- 3-hole Drill Single Letter Z-fold

- Spiral Bind Double Parallel for legal size

- Tape Bind Pad


Comments:

If assembly is needed, this portion needs to be filled out.

X Will pick up Send out

Please call: _____

X _____
(Authorized by — Signature)

- ATTENTION -
Submit in Triplicate

Originator, please retain GOLDENROD copy for your records.
When inquiring about the status of your printing, please have Tracking Number available.

Printing Department - 730-7542
Hours: 8:00 a.m. to 5:00 p.m.

FOR COPY CENTER USE ONLY				
8½ X 11	White	.025		
8½ X 11	White b/b	.035		
8½ X 11	Color	.030		
8½ X 11	Color b/b	.040		
8½ X 11	Index	.050		
8½ X 11	Index b/b	.060		
8½ X 11	Coverstock	.065		
8½ X 11	Coverstock b/b	.075		
8½ X 11	Parchment	.040		
8½ X 11	Carbonless	.050		
8½ X 14	White	.030		
8½ X 14	White b/b	.040		
11 X 17	White	.050		
11 X 17	White b/b	.060		
Special Stock				
Stock Provided		.015		
Stock Provided b/b		.020		
Spiral Binding	by size ()			
Tape Binding	by size ()			
Tabs (5 tabs per bank)		.50 per bank		
Full Color Copies				
8½ X 11		0.35		
8½ X 11	b/b	0.50		
8½ X 14		0.60		
8½ X 14	b/b	0.85		
11 X 17		0.85		
11 X 17	b/b	1.35		
Other:				
TOTAL COST				

All prices are subject to change without notice. Operator _____ Date _____