Building a Culture of Success
"All Means All"

HAYWARD UNIFIED SCHOOL DISTRICT

PRINTING & GRAPHIC SERVICES
24411 AMADOR STREET, LEVEL A
HAYWARD, CA 94544
(510) 784-2600, x72528

FAX: (510) 781-6100
E-MAIL: PRINTSHOP@HUSD.US

Please be sure to complete Items 1-4 before submitting request. Note that incomplete requests will be returned.

Printing Services Request

1. School Site/Department:	**2. Requestor's Name & Phone:**
3. Budget Account Number	
4. Administrator's Signature:	☐ Need by date/time: ☐ Form #
☐ **Delivery Name & Location:**	☐ E-mail/Call ☐ Typesetting
Job Notes:	☐ Mail to: ☐ Graphics Services

☐ 1st Proof Requested	☐ E-mailed file	☐ Sample Attached	☐ Pick up	☐ Archive:

Date Recv'd	Job ID/#	Job Name/Description	Job Type	Form #	Vendor/PO#	Completed

Copies/Prints	Paper Size	Cut to size	Finishing	Binding
Quantity: _____	☐ 8.5x11 ☐ 8.5x14	☐ 4.25 x 5.5 (1/4-sheet)	☐ Left Corner Staple	☐ Tape Bind
Pages : _____	☐ 11x17 ☐ 18 x12	☐ 5.5 x 8.5 (1/2-sheet)	☐ 2-side Staples	☐ Spiral Bind
	Paper Stock	☐ _____	☐ Saddle Stitch	**Cover**
☐ Single-sided _____	☐ White _____	**NCR**	☐ 3-hole punch	☐ Color _____
☐ Double-sided _____	☐ Bond _____	☐ 2-part ☐ 3-part	☐ Slip Sheet	**Pad**
☐ # of books: _____	☐ Astrobright _____	☐ 4-part ☐ 5-part	☐ Folding: _____	☐ _____ sheets per pad
☐ Sets/stacks: _____	☐ Cardstock _____		☐ Other: _____	☐ _____ # of pads

Print Shop Use Only

Job ID/#	Sides	Originals	Quantity	Impressions	Printing	Sides	Originals	Quantity	Impressions	Printing	Print Sub	Subtotal

Job ID/#	Typesetting	Graphics	Stapling	Binding	Slipsheet	Covers	Folding	Cutting	Tabs	Padding	Misc.	Total