

gfps PRINT CENTER ORDER FORM

Work Request No. _____
 Code: _____
 School Name: _____
 Requested By: _____
 Principal's Signature: _____

**FOR PRINT CENTER
USE ONLY**

Initials

Returned

Labor Minutes

DATE OF REQUEST _____ **NO. OF ORIGINALS** _____ (Count each side to be copied)
DATE REQUIRED _____ **NO. OF COPIES** _____ (If NCR Copies, specify total sets)

PRINTING INSTRUCTIONS:

(Check all that apply)

- ONE SIDE
 FRONT & BACK
 Landscape: Head to Head
 Head to Foot

- COLLATE
 STAPLE

(Check 1 choice only)

- ____ 1 in CORNER
 ____ 2 on LEFT SIDE
 ____ 2 in CENTERFOLD

PAPER COLOR: Please Mark Choice. Do not mark NCR paper here, see below.

- White Blue Pink Green Ivory Yellow Goldenrod Other _____
 CARDSTOCK PARCHMENT PAPER SUPPLIED

- COLOR COPIER 3-HOLE PUNCH 11 x 17 (White Only) 8 1/2 x 14 (White Only) Cut (Size) _____
 FOLD TRI FOLD HALF ASST. COLORS

NON 24-HOUR WORK (Check as needed)

(MUST ALLOW A MINIMUM OF FIVE WORKING DAYS FOR THESE PROJECTS.)

SINGLE INK COLOR: For envelopes or letterhead only __Blue __Burgundy __Green __Red

SINGLE PAPER COLOR: For envelopes or letterhead only __ Classic Natural White

NCR PAPER: __ 2 Part (Wht/Yel) or (Wht/Pink)



- __ 3 Part
 __ 4 Part
 __ 5 Part

____ NCR Pad (NCR pad joins each set together)

- __ Plastic Covers __ Envelopes __ Regular Pad
 __ Plastic Bind _____ (Specify number of sheets per pad)

Additional printing instructions or brief description of work request:

IF REQUESTING 3 OR MORE ORIGINALS, FRONT AND BACK, INDICATE HOW PAGES ARE TO BE RUN BELOW:

/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
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