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

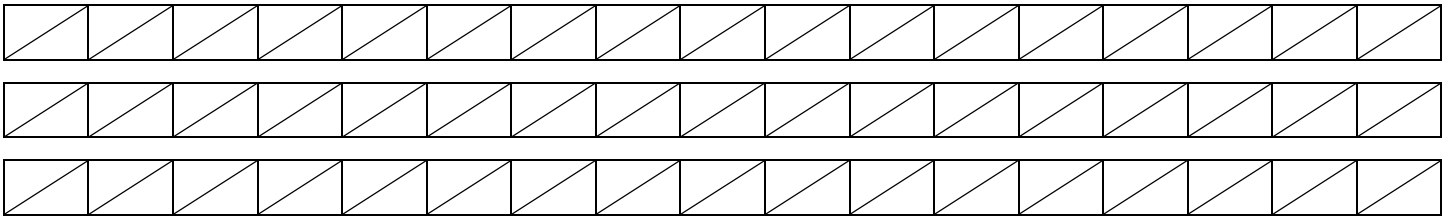
NCR PAPER: ☐ 2 Part ☐ (Wht/Yel) or ☐ (Wht/Pink)
☐ 3 Part
☐ 4 Part
☐ 5 Part

☐ NCR Pad (NCR pad joins each set together)

☐ **Plastic Covers** ☐ **Envelopes** ☐ **Regular Pad**
_____ (Specify number of sheets per pad)
☐ **Plastic Bind**

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: