

REQUEST FOR PRINTING

NAME:

SCHOOL:

PHONE NUMBER:

DATE SUBMITTED:

(Mouse over to Auto Fill)

DATE NEEDED:

Print Request Title (ex: 4th grade math test):

Number of Copies Needed:

**** NOTE: ATTACH 1-SIDED MASTERS ONLY ****

Number of Pages Attached is the count of EACH 1-sided master This count is NOT related to how you want the pages printed!

Number of Pages Attached:

IF APPLICABLE, SELECT PAPER YOU ARE PROVIDING:

** Note: White 8 1/2 x 11 paper already provided at the Print Shop

None

3 Hole Punch

11 x 17

Color Cardstock:

Legal

Color Paper:

How do you want the JOB SETUP:

Uncollated

(Separate stacks of each page)

(OPTIONAL)

Special job set up:

None

Tri-Fold

Cut

Half- Fold

Pad

Cut and Pad

Collated without a staple

Collated with 1 staple

Collated with 2 staples (Saddle Stitch)

Half Fold Book with staple

How do you want the PAGES PRINTED?

One sided copies

One to Two sided copies (2 sided)

Special Instructions:

My signature certifies that this Request for Printing is for purposes related to my employment with Grand Blanc Community Schools and complies with all applicable copyright rules, regulations and laws PLEASE TYPE OR SIGN YOUR NAME.

SIGNATURE:

DATE:

PRINCIPAL'S SIGNATURE: _____

DATE: _____

DO NOT CUT BELOW THIS LINE FOR PRINT SHOP USE ONLY

PAPER USED _____