

Union Public Schools: Print Order Form

NAME OF JOB:		JOB #:
ORDERED BY:		DUE:
OCAS CODE:		SENT:
DELIVER TO:		
# OF ORIGINALS:	QUANTITY:	
<input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Collate <input type="checkbox"/> Single Pages		
<input type="checkbox"/> Staple Corner <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> 3-hole punch (side)		
Size: <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Post Card (5.5 x 4.25) <input type="checkbox"/> ½ page (5.5 x 8.5) <input type="checkbox"/> Business Card		
Poster Sizes: <input type="checkbox"/> 18x24 <input type="checkbox"/> 24x36 <input type="checkbox"/> 36x48 <input type="checkbox"/> Other		
Paper: Regular: <input type="checkbox"/> White <input type="checkbox"/> Pastel <i>only 8.5.x11</i> <input type="checkbox"/> Bright <i>only 8.5.x11</i>		
Semi-gloss: <input type="checkbox"/> White		
Card Stock: <input type="checkbox"/> White <input type="checkbox"/> Pastel <i>only 8.5.x11</i> <input type="checkbox"/> Bright <i>only 8.5.x11</i>		
Business Card 130lb Gloss: <input type="checkbox"/> Letterhead Neenah Bond: <input type="checkbox"/> Coroplast: <input type="checkbox"/>		
Other:		
Ink: <input type="checkbox"/> Black <input type="checkbox"/> Full Color <input type="checkbox"/> Red Numbering Begin End		
Carbonless: <input type="checkbox"/> 2pt <input type="checkbox"/> 3pt Envelopes: <input type="checkbox"/> #10 <input type="checkbox"/> #10 Window <input type="checkbox"/> Other:		
Fold: <input type="checkbox"/> ½ <input type="checkbox"/> Tri <input type="checkbox"/> Perforate Side		
Binding: <input type="checkbox"/> Plastic Coil (color)		Pads: <input type="checkbox"/> 50 per <input type="checkbox"/> 100 per <input type="checkbox"/> Other
		Glue: <input type="checkbox"/> Top <input type="checkbox"/> Side
Special Instructions:		
PRINT SHOP ONLY		
# of copies	At	=
Revised 9/21		

Site Signature

Date

Communications

Date