## **Gfps** PRINT CENTER ORDER FORM

<b>GIPS PRINT CENTER URDER FURM</b>		
Work Request No	Please Send to:	FOR PRINT CENTER USE ONLY
Code:		
School Name:	-	Initials
Requested By:	-	Returned
Principal's Signature:		Labor Minutes
DATE OF REQUEST NO. OF ORI		(Count each side to be copied)
DATE REQUIRED NO. OF COP	PIES	(If NCR Copies, specify total sets)
PRINTING INSTRUCTIONS: ONE SIDE COLLATE 1 in CORNER   (Check all that apply) FRONT & BACK STAPLE 2 on LEFT SIDE   Head to Foot Head to Foot 2 in CENTERFOLD		
PAPER COLOR: Please Mark Choice. <u>Do not mark NCR paper here, see below.</u>		
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)		
O FOLD TRI O FOLD H.	ALF O ASST	COLORS
NON 24-HOUR WORK (Check as needed) (MUST ALLOW A <u>MINIMUM</u> OF <u>FIVE WORKING DAYS</u> FOR THESE PROJECTS.)		
SINGLE INK COLOR: For envelopes or letterhead onlyBlueBurgundyGreenRed		
SINGLE PAPER COLOR: For envelopes or letterhead onlyClassic Natural White		
NCR PAPER:2 Part (Wht/Yel) or (Wht/Pink) 3 Part 4 Part 5 Part	NCR Pad (NCR pa	ad joins each set together)
Plastic CoversEnvelopes	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:		
DW-227 (Rev. 5/23)		