

# Newark Unified School District

Goal \_\_\_\_\_ Graphic Arts Requests \_\_\_\_\_ School Year \_\_\_\_\_

Originator's Information			
Date Submitted	Dated Needed	Site/Department	Your Site Reference #
Submitted by		Contact #	Grade Level
Budget Code		Admin/Management Approval	

Job Description			
# of Originals	Quantity	NUSD Form #	Complete description (Use Black or Blue ink)

Paper Selection
Color: <input type="radio"/> White <input type="radio"/> Blue <input type="radio"/> Pink <input type="radio"/> Canary <input type="radio"/> Green <input type="radio"/> Gold <input type="radio"/> Other _____
Type (other than Bond): <input type="radio"/> NCR _____ part <input type="radio"/> Cardstock <input type="radio"/> 3 Hole <input type="radio"/> Paper provided
Size: <input type="radio"/> 8 1/2 x 11 <input type="radio"/> 8 1/2 x 14 <input type="radio"/> 11 x 17 <input type="radio"/> 12x18

Finishing/Copying	
Printed: <input type="radio"/> One Sided .039 <input type="radio"/> Back to Back .071 <i>Note: Orders will be printed back to back if not stated.</i>	
Assembly: <input type="radio"/> Collated Only (1,2,3...1,2,3...) <input type="radio"/> Collated & Stapled <input type="radio"/> Uncollated (1,1,1...2,2,2...3,3,3)	
Binding: <input type="radio"/> Plastic Spiral <input type="radio"/> Tape Binding	Folding: <input type="radio"/> Half-Fold <input type="radio"/> Tri-Fold
Cutting: <input type="radio"/> 1/2 <input type="radio"/> 1/4 <input type="radio"/> Other: _____	
Padding: <input type="radio"/> _____ # of sheets per pad, _____ # of pads <input type="radio"/> Top Glue <input type="radio"/> Left Side Glue <input type="radio"/> No Cardboard	

Additional Instructions

For Graphic Arts Use Only			
# of Originals	# of Impressions	Date Completed	Charge