

RPSB Graphic Arts/Print Shop Printing Requisition

Email .pdf files along with this requisition to kalyn.baden@rpsb.us or keri.searcy@rpsb.us

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School/Central Office Department _____ Date _____

Fund _____ Date Needed _____

Person Requesting & Contact # _____ ☐ Pick up ☐ Send on Pony

PRINTING

Job Title: _____ RPMC# _____

Quantity _____ of copies/sets needed _____ # of pages (Please count, 2 sided equals 2 pages)

Paper: ☐ Bond/Copy Paper Paper Color _____ ☐ 2 sided

☐ Index/Cardstock Paper Color _____ ☐ 2 sided

Size: ☐ 4 1/4 x 5 1/2 ☐ 5 1/2 x 8 1/2 ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17 ☐ Other _____

Carbonless sets ☐ 2 ☐ 3 ☐ 4

☐ Envelopes ☐ Window Envelopes

☐ Certificates

Banners/Posters: ☐ 11x17 ☐ 18x24 ☐ 24x36 ☐ Other _____

Ink Color: ☐ Black/White Copies ☐ Color Copies

Special Instructions: _____

BINDERY

☐ Pad ☐ 3 Hole Punch Staple ☐ 1 ☐ 2 ☐ 1/2 Fold ☐ Booklet (Fold and Center Staple)

Book Binding: ☐ Comb Binding ☐ Strip Binding

Principal/Administrator Signature _____ (Orders will not be started without a signature)