



MORGAN COUNTY SCHOOL DISTRICT RE-3

715 West Platte Avenue
 Fort Morgan, CO 80701
 Phone 970-370-6114

PRINTING REQUEST/BILLING FORM

School:	Budget Number:
Requested By:	Request Date:
Return To:	Number Of Originals:
Date Needed:	Number Of Copies:
Name Of Item Needed (Include Sample):	

Printing Instructions	<input checked="" type="checkbox"/> Yes	
Color Copies		(additional cost)
Print back-to-back		
Collate		
Staple		Position
Fold		Size
Pad		
Bind		
Cut ✂		Size
3-Holes punched		

Paper	Color	Size
Copy Paper		
Special Colors		
Letterhead		
Cover Stock		
Carbonless		
2 Part		
3 Part		
4 Part		
Envelopes <input type="checkbox"/>		

Other Instructions:

Billing Information: To Be Completed By The Printer ☺

	Quantity	Unit Price	Total
Paper/Printing:			
2 nd Side Printing:			
Time:			
Other:			

Date Received In Shop: _____ Date Printed/Sent: _____ Total Amount _____