



Brandywine School District Graphics Printing

DATE RECEIVED

STAFF INITIALS

INCOMPLETE REQUEST FORMS WILL BE RETURNED TO YOU**If your original is in a HARD COPY FORMAT**

Please attach it to this completed printing request and send both in an envelope to BSD SITE Graphics Printing. **Expectation of delivery services should be 5-7 business days from the date of receipt of the order.**

If your original is in an ELECTRONIC FORMAT

E-mail this **form and the file** that needs to be printed to SITEGraphics@bsd.k12.de.us

*Note: All poster requests must be sent as a PDF

Your School or District Department Name: _____

Your Name: _____ Telephone: _____ Extension: _____

Today's Date: _____ Date Needed: _____

YOUR SUPERVISOR'S
SIGNATURE & DATE:

Supervisor, by signing this form:

- You are approving this printing request.
- You are approving the duplication of any copyrighted materials.

TITLE OF THIS JOB:

PLEASE PRINT # _____ COPIES EXACTLY
LIKE MY ENCLOSED HARD COPY OR ORIGINAL

*Original **must** be sent on
white paper
(not colored paper)

**DO NOT PROCEED****JOB INFORMATION**

Number of copies: _____

Color of paper: _____

Type of printing: ☐ B/W ☐ Color

3-hole punched: ☐ No ☐ Yes

Print on: ☐ 1 side ☐ 2 sides

Collate: ☐ Yes ☐ No

Paper: ☐ Paper – 20lb
☐ Cardstock – 110lb
☐ Carbonless (2 parts)

Front cover ☐ Paper ☐ Cardstock
color _____

Print front cover on ☐ Front
☐ Both sides
☐ Leave blank

Print back cover on: ☐ Leave blank
☐ Inside back
☐ Outside back
☐ Both sides

POSTERS

Please print # _____ poster(s) this size:
_____ x 656

- All poster requests **must** be sent as a PDF in order to enlarge.

SHEET SIZES

11x17 | 18x24 | 24x36 | 26x38 | 30x42 | 36x48

Contact SITEGraphics@bsd.k12.de.us for sizes not specified.

Binding: ☐ None
☐ Single staple
☐ Double staple
☐ Saddle stitch
☐ Lamination

Depending on current workloads and laminating volume, the Graphics Department may not be able to accommodate requests to cut out laminated items.