

Work Request Number : \_\_\_\_\_  
 (Required)



Store Order Number \_\_\_\_\_  
 Print Center Use Only)

# REQUISITION FOR GRAPHICS SERVICES

**For enlargements 11x17 or smaller, USE the Print Center Order Form, DW-227.**

School Name : \_\_\_\_\_

Date of Request : \_\_\_\_\_

Principal Approval : \_\_\_\_\_

Date Required : \_\_\_\_\_

Code : \_\_\_\_\_

# of Originals : \_\_\_\_\_

Name of Requestor : \_\_\_\_\_

# of Posters per Original : \_\_\_\_\_

Phone Number : \_\_\_\_\_

<b>LAMINATION</b> (Please indicate specific instruction)	<b>ENLARGEMENTS</b> (Please email your document to print center.)	<b>BORDERS/MOUNTINGS</b> (Mount On Railroad Board)
<input type="checkbox"/> Laminate ONLY	<input type="checkbox"/> 18 X 24 (2 ft)	Railroad Board color preference: _____
<input type="checkbox"/> Laminate then cut out	<input type="checkbox"/> 24 X 36 (3 ft)	<input type="checkbox"/> (1" border)
<input type="checkbox"/> Mount on railroad board and laminate	<input type="checkbox"/> 36 X 42 (4 ft)	<input type="checkbox"/> (1 ½" border)
<input type="checkbox"/> Mount on railroad board, laminate, and cut out	Custom Size:	<input type="checkbox"/> (2" border)
Other specific instructions:	Width _____ Length _____	<input type="checkbox"/> Other size border: _____

**Brief description of work requested and any additional instructions:**

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**Below to be completed by Graphics Department Only**

Quantity/ Size	Materials used	Notes
	Poster	
	Railroad Board	
	Laminate	
	Labor (Please Initial) _____	

Date completed: