gfps PRINT CENTER ORDER FORM

Work Request No. _____

Code: _____

School Name: _____

Requested By: _____

Principal's Signature: _____

FOR PRINT CENTER USE ONLY

_____ Initials

_____ Returned

_____ Labor Minutes

DATE OF REQUEST _____ **NO. OF ORIGINALS** _____ **(Count each side to be copied)**

DATE REQUIRED _____ **NO. OF COPIES PER ORIGINAL** _____ **(If NCR Copies, specify total sets)**

PRINTING INSTRUCTIONS: (Check **all** that apply)

☐ ONE SIDE
☐ FRONT & BACK
Landscape: ☐ Head to Head ☐ Head to Foot

☐ COLLATE
☐ STAPLE

(Check 1 choice only)
___1 in CORNER
___2 on LEFT SIDE
___2 in CENTERFOLD

PAPER COLOR: Please Mark Choice. Do not mark NCR paper here, see below.

☐ White ☐ Blue ☐ Pink ☐ Green ☐ Ivory ☐ Yellow ☐ Goldenrod ☐ Orchid
☐ Other Color _____ ☐ Asst. Colors ☐ Cardstock ☐ Parchment ☐ Paper Supplied

○ COLOR COPIER ○ 11 x 17 (White Only) ○ 8 1/2 x 14 (White Only) ○ CUT (Size)_____

○ 3-HOLE PUNCH ○ FOLD TRI ○ FOLD HALF

NON 24-HOUR WORK (MUST ALLOW A MINIMUM OF FIVE WORKING DAYS FOR THESE PROJECTS)

FOR ENVELOPES OR LETTERHEAD ONLY

Ink Color: ☐ Black ☐ Burgandy

Envelope or Paper Color: ☐ White ☐ Classic Natural White (linen)

Envelope Size/Type: (check all that apply) ☐ #9 ☐ #10 ☐ Window ☐ No Window ☐ Report Card Envelope
Other _____ Supplied _____

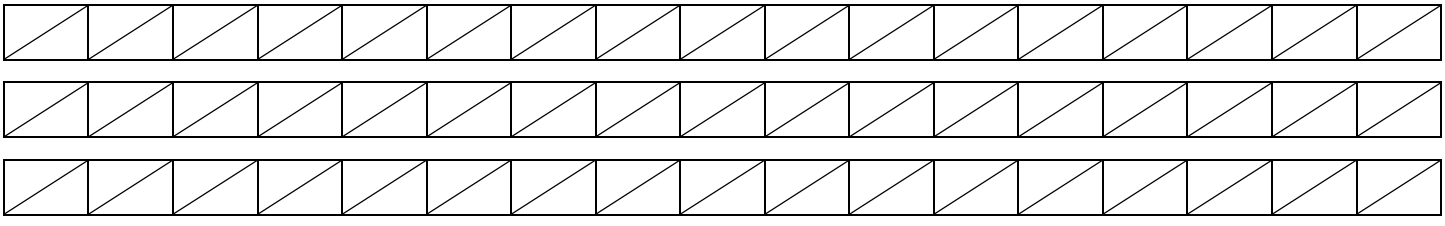
NCR PAPER: ☐ 2 Part ☐ (Wht/Yel) or ☐ (Wht/Pink)
☐ 3 Part
☐ 4 Part
☐ 5 Part

☐ NCR Pad (NCR pad joins each set together)

☐ **Plastic Covers** ☐ **Plastic Bind** ☐ **Regular Pad** _____ (Specify number of sheets per pad)

Additional printing instructions or brief description of work request:

_____

_____

IF REQUESTING 3 OR MORE ORIGINALS, FRONT AND BACK, INDICATE HOW PAGES ARE TO BE RUN BELOW: