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Print Shop Request Form

***REQUIRED**

DATE: _____ RETURN DATE*: _____

NAME*: _____ BUILDING*: _____

QUANTITY (HOW MANY COPIES NEEDED)*: _____

1. JOB INFORMATION*:

a. ☐ SINGLE-SIDED

☐ DOUBLE-SIDED

b. ☐ COLLATED (TOGETHER AS A SET)

☐ UNCOLLATED (SEPARATE PILES)

c. SIZE: ☐ 8.5 x 11

☐ 8.5 x 14

☐ 11 x 17

2. STAPLE*: ☐ 1 STAPLE

☐ 2 STAPLES

☐ NONE

3. PAPER*:

COLOR*: ☐ WHITE (**PREFERRED**) ☐ COLOR _____

TYPE OF PAPER*: ☐ REGULAR ☐ 3-HOLE PUNCH ☐ CARDSTOCK

4. SPECIAL INSTRUCTIONS/REQUESTS (IF APPLICABLE):

IMPORTANT -

- COLOR INK NEEDS APPROVAL FROM PRINCIPAL
- PRINT SHOP DOES **NOT** OFFER LAMINATION NOR TRANSPARENCIES
- PLEASE SEND WORK IN **PDF** FORM.
- COPYRIGHT RULES APPLY.

THANKS FOR
UNDERSTANDING...

***REQUIRED**