



FOUNTAIN-FORT CARSON SCHOOL DISTRICT 8 PRINT SHOP ORDER FORM

7/2026

TITLE/TOPIC: _____

DATE: _____ **AUTHORIZED BY:** _____

BUILDING: _____

REQUESTOR: _____

PHONE: _____ **PLEASE RETURN BY:** _____

(DO NOT USE ASAP AS A DATE)

PLEASE ALLOW A 3-DAY TURNAROUND FOR COPIES (EXCLUDES SPECIALTY ORDERS)

Specifications for Printing

How Many Copies _____

- ☐ Black Ink Copies
☐ Colored Ink Copies
☐ Book

No. of Pages/Originals Submitted (White Originals Only):

1-Sided Originals Qty: _____

2-Sided Originals Qty: _____

Paper Type & Color _____

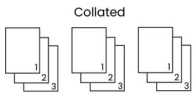
- ☐ Single Sided ☐ 2 Part NCR
☐ Double Sided ☐ 3 Part NCR

Paper Color for Cover _____

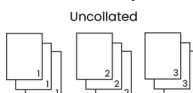
- ☐ Single Sided
☐ Double Sided

Finishing Instructions

☐ **Collate (Sets-1,2,3,4)**



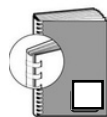
☐ **Uncollate (Stacks-111,222,333)**



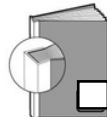
Folding (Check One)

- ☐ Tri-Fold
☐ Bi-Fold (1/2)
☐ Z Fold

☐ **Binding (Check One)**



Plastic Comb



Tape Bound

To Be Padded

Total # of Pads

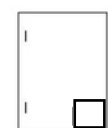
Posters (Check One)

- ☐ 12" x 18" Gloss Paper
☐ 24" Color
☐ 36" Color

☐ **Stapled (Check One)**



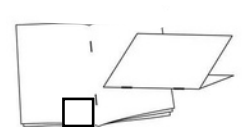
Corner Staple



Side Staple (10 page min.)



3-Hole Punch



Saddle-Stitching

TURNAROUND FOR SPECIALTY ORDERS: COMB BINDING/PADDING-2 WEEKS. TAPE BINDING-1 WEEK.

Special Instructions: _____

Please Note:

- **ALL** printing will be done on 20# white bond unless otherwise indicated.
- **DO NOT** use pencils, tape, staples, or glue. Paperclips only.
- The copy quality can only be as good as the original(s).
- **Originals must be counted and approved by the building admin/secretary.**
- **Emailed requests MUST INCLUDE CC to the building admin/secretary.**
- Print Shop Phone 719-358-4440, call with questions.

PRINT SHOP USE ONLY

Job # _____

Total \$ _____

Init. _____