

Graphic Arts Services Request — Pleasanton Unified School District
5758 W. Las Positas Blvd, Pleasanton, CA 94588 • (925) 426-4270 • graphics@pleasantonUSD.net

Received _____
Completed _____

Date Submitted: _____ Date Needed: _____
(Designate Date—*Not ASAP*)

No. _____

Your Name _____ Phone & Ext. _____ Email _____

School / Site / Company _____ Dept. / Grade _____

Billing address (outside agencies only) _____ City _____ Zip _____

Authorized Signature _____

PIN #(s) _____

☒ **PICK UP** or **DELIVER** to: ☐ School _____ ☐ District Office ☐ Other: _____

Job #1 _____

Paper Color : _____

☐ Print back-to-back  ☐ Print single sided 

of copies _____ ☐ Colored Ink

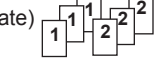
of originals _____ (each side = 1 original) 

Paper Size:

☐ 8.5" x 11" ☐ 8.5" x 14" ☐ 11" x 17" ☐ 2' x 3' (poster)

Paper Type:

☐ Bond ☐ Astrobright ☐ Parchment ☐ Crack N Peel ☐ Astrobright Cardstock ☐ Cardstock ☐ Parchment Cardstock ☐ Construction Paper

☐ Group (Uncollate)  ☐ Drill (3-hole) ☐ Fold _____ ☐ Pad*

☐ Sort (Collate)  ☐ Staple

☐ Laminate* ☐ Wire Bind*

*Allow extra time for finishings - 10 days minimum

☐ CUT SIZE _____

COPIES AFTER CUT = _____

☐ **NCR** (NCR jobs order by the ream only) - Allow 10 Working Days Minimum

2 part - 250 per ream (white, canary) # Reams _____

☐ **Envelopes** (500 envelopes per box) - Allow 10 Working Days Minimum

#10 Envelopes (4.125" h x 9.5" w) ☐ Plain ☐ Window # Boxes _____

☐ **Business Cards** (2" h x 3.5" w) - Allow 10 Working Days Minimum

Qty: 100 / 250 / 500 Qty: _____

Special Instructions:

Job #2 _____

Paper Color : _____

☐ Print back-to-back  ☐ Print single sided 

of copies _____ ☐ Colored Ink

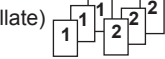
of originals _____ (each side = 1 original) 

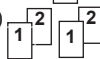
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COPIES AFTER CUT = _____

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2 part - 250 per ream (white, canary) # Reams _____

☐ **Envelopes** (500 envelopes per box) - Allow 10 Working Days Minimum

#10 Envelopes (4.125" h x 9.5" w) ☐ Plain ☐ Window # Boxes _____

☐ **Business Cards** (2" h x 3.5" w) - Allow 10 Working Days Minimum

Qty: 100 / 250 / 500 Qty: _____

Special Instructions:

New Originals _____ Hand Processing _____

Paper Cost

Job #1 _____

Job #2 _____

☐ Typeset/Design _____ ☐ Wrap _____

☐ Wire Bind _____ ☐ Pad _____ ☐ Cut _____

☐ Staple _____ ☐ Fold _____ ☐ Production Labor _____

☐ Drill _____ ☐ Other _____

Unit Price

Total

SUBTOTAL:

SURCHARGE _____ %

TOTAL DUE: