

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



Store Order Number \_\_\_\_\_  
 (Central Reception 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 : \_\_\_\_\_

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

If for Personal Use

IN DISTRICT

OUT OF DISTRICT

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

LAMINATION (Please indicate specific instruction.)	ENLARGEMENTS (Please email your document to print_center.)	BORDERS/MOUNTINGS (Mount On Railroad Board)
Number of originals attached: _____	Number of posters needed: _____	Railroad Board color preference: _____
<input type="checkbox"/> Laminate ONLY		
<input type="checkbox"/> Laminate then cut out	<input type="checkbox"/> 18 X 24	<input type="checkbox"/> (1" border)
<input type="checkbox"/> Mount on railroad board and laminate	<input type="checkbox"/> 24 X 36	<input type="checkbox"/> (1 1/2" 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	
	Rail Road Board	
	Laminate	
	Labor (Please Initial) _____	
	Labor (Please Initial) _____	

Date completed: \_\_\_\_\_

