

# 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** \_\_\_\_\_ (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    Other \_\_\_\_\_  
 CARDSTOCK                       PARCHMENT                       PAPER SUPPLIED  
 3-HOLE PUNCH     11 x 17 (White Only)     8 1/2 x 14 (White Only)     Cut (Size) \_\_\_\_\_  
 FOLD TRI                       FOLD HALF                       ASST. COLORS

**NON 24-HOUR WORK** (Check as needed)

(MUST ALLOW A **MINIMUM** OF FIVE WORKING DAYS FOR THESE PROJECTS)

**INK COLOR:** \_\_Orange \_\_Pink \_\_Blue \_\_Brown \_\_Burgundy \_\_Green \_\_Purple \_\_Red

**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

\_\_\_ Envelopes

\_\_\_\_\_ **NCR Regular Pad**

\_\_\_\_\_ (Specify number of sheets per pad)

\_\_\_ Plastic Bind

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:**

/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
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