

REQUEST FOR PRINT ORDERS.

*** Email orders to: printjobs@phxschools.org ***

*** Please allow 3-7 days for the completion of the job ***



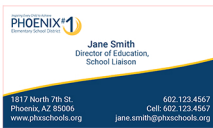






GENERAL INFORMATION

Name:	Department / School:	Date Requested:
Phone Number/Email:	Job Name:	Date Needed:

SOURCE OF FUNDS (ACCOUNT CODE)

Funding Approved by:	
Number of Originals:	Number of Copies Needed:
<input type="checkbox"/> B&W Copies <input type="checkbox"/> Color Copies	

PRINTING INSTRUCTIONS

Sides Printed: <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided (Head to Head)  <input type="checkbox"/> Two Sided (Head to Foot)  <input type="checkbox"/> Collated 1,2,3 - 1,2,3 <input type="checkbox"/> Un-collated 1,1 - 2,2 - 3,3 Paper Size: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> Envelopes <input type="checkbox"/> Other _____ Notecards: <input type="checkbox"/> 4.25x5.5 <input type="checkbox"/> 5.5x8.5 Delivery Options <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	Paper Color: <input type="checkbox"/> White <input type="checkbox"/> Goldenrod <input type="checkbox"/> Blue <input type="checkbox"/> Cherry <input type="checkbox"/> Canary <input type="checkbox"/> Ivory <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Salmon <input type="checkbox"/> Other _____ Business Cards: <input type="checkbox"/> Design 1 (landscape) <input type="checkbox"/> 250 <input type="checkbox"/> 500  <input type="checkbox"/> Design 2 (landscape) <input type="checkbox"/> 250 <input type="checkbox"/> 500 	Bindery: <input type="checkbox"/> Comb Bind  <input type="checkbox"/> 3 Hole Punch  Staple: <input type="checkbox"/> I Upper Left  <input type="checkbox"/> Dual Stitch  <input type="checkbox"/> Saddle Stitch  Fold: <input type="checkbox"/> Bi-Fold < <input type="checkbox"/> C Tri-Fold < <input type="checkbox"/> Z Tri-Fold > Padding: <input type="checkbox"/> Glue Top <input type="checkbox"/> Glue Left # of Pads _____ # of sheets per pad: <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 250
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ADDITIONAL INSTRUCTIONS

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COPY CENTER USE ONLY

Job #	Date In	Date Out	Total Number of Impressions
Canon C270		Canon C270	
B&W Copy Cost:		Business Cards:	
Color Copy Cost:		Envelopes:	
Binding:			
Covers:			
NCR:			
Total Cost: \$			