

TO HELP THINGS RUN SMOOTHLY, WE NEED YOUR HELP. HERE ARE JUST A FEW REMINDERS FOR SENDING WORK TO THE PRINT SHOP.

PLEASE

*** FILL OUT THE REQUEST IN ITS ENTIRETY.**

All the information on the form is very important. From the School to the number of originals, right down to the type of material. Make sure you mark how you want the job run; one-sided, two-sided, etc. When this is filled out correctly, it helps everything go a lot smoother, which means that your request can be expedited more efficiently.



*** USE THE STANDARD REQUEST FORM.**

These can be obtained directly from the Print Shop. These forms contain valuable information vital to process your request.

*** DO NOT RE-USE YOUR REQUESTS.**

Throw them away!! When a request is used over and over, the information can be very difficult to read. This can slow up the process.



*** MAKE SURE ALL INFORMATION IS LEGIBLE.**

Especially the school and the teacher's name. If we can't read the name or school, we don't know where to send the job or who to send it to.

*** DO NOT SEND STAPLED ORIGINALS.**

If you want something printed back to back, no need to staple the originals that way. All of the staples have to be removed before the job is run, and this can really slow things down.



*** SEND ORIGINALS THAT ARE 8.5 X 11.**

Odd size originals don't feed through our copiers very well. This does not apply to legal size paper.

*** PAPER CLIP INDIVIDUAL REQUESTS.**



As you fill out a request, paper clip the request to the set of originals.

*** DON'T TAPE OR GLUE YOUR ORIGINALS.**

Small pieces of paper that are taped onto originals will jam in our machines. Corners get torn and the originals can sometimes get damaged.

*** MARK COLORED PAPER SELECTION CLEARLY.**

Sometimes it is difficult to see what you have chosen, and we want you to get the color you ask for. The cost for color paper is three times as much as white paper.

*** DO NOT PLACE STICKY NOTES ON ORIGINALS.**

We don't always see them, and this means they get printed on your copy.

ALWAYS



* check your request one more time before sending it through.

* send good quality originals.

* feel free to call or email the Print Shop if you ever have a question, concern or problem.



* try to make a copy of your originals just in case they get lost.

* try and have patience with us, we get tied up sometimes, but we are trying our very best.



*** Take Home Books**



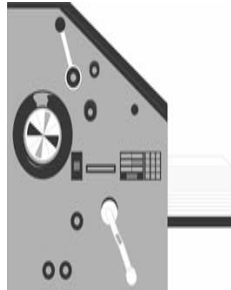
(K-5 Schools Only)

When sending take home books to the Print Shop, please make sure you:

- list the grade.
- make sure the titles of the books you need are listed.
- allow 5 to 10 days for turnaround.
- take home books are only run on white paper.

*** Press Work**

Carbonless paper, envelopes, index (tag-board), and special order paper all require press work. Please allow at least 5-10 days turnaround time on this type of work. Remember, you will receive a material charge for all press work.



This is the current request. These can be obtained through the Print Shop.

Print Shop Use Only
 Job No. _____

DISTRICT PRINT SHOP
Request for Printing Services
(Please Print)

School _____
 Name (s) _____
 Date Request Sent _____ Date Needed _____
 NO. OF ORIGINALS _____ NO. OF COPIES _____

CHECK THOSE THAT APPLY

One Sided _____ Two Sided _____ Coliated _____
 STAPLED: Once _____ Twice _____ 3 hole punch _____ Cut _____ Fold _____
 *COLOR PAPER: PINK _____ BLUE _____ YELLOW _____ GREEN _____
 *INDEX _____
 *CARBONLESS PAPER: 2 Part _____ 3 Part _____ 4 Part _____
 * A CHARGE WILL BE INCURRED FOR CARBONLESS, INDEX AND COLOR PAPER (OTHER THAN PINK, BLUE, YELLOW AND GREEN)

TYPE OF MATERIAL
 (WHEN REQUESTING TAKE HOME BOOKS, PLEASE INCLUDE GRADE AND TITLE)
 (WHEN REQUESTING FORMS, PLEASE INCLUDE FORM NUMBER)

Principal or Designee Signature

591/168/09

*** Electronic Files**

Send all electronic files to the "Printshop" website.



Just A Few Reminders!