# COPY CENTER WORK REQUEST

**Please complete the following form.**

## If you have questions, call ext. 4036

#

Authorization Signature

*I hereby confirm this request will not violate the federal copyright laws.*

Name:

SCHOOL: Puesta del Sol Elementary PTA

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

Project Title:

Date Required (**Do not use ASAP**):

PRINTING:

No. of copies:       No. of originals:

Print one side: [ ]  Back-to-Back: [ ]

PAPER:

8 ½ x 11       8 ½ x 14

 color color

Bond [ ]  Bond only

Index [ ]  11 x 17

Cover [ ]  color

Vellum [ ]  Bond only

Brites [ ]

NCR:

 Check One

[ ] 2-part (white/yellow) [ ] 3-part (white/yellow/pink)

[ ] 4-part (white/yellow/pink/goldenrod)

[ ] 5-part (white/green/yellow/pink/goldenrod)

[ ] Transparency Parchment color

FINISHING:

 Collate[ ]  Cut: \_\_\_\_[ ] \_\_\_\_\_

Staple [ ]  Fold: \_\_\_[ ] \_\_\_\_\_

 Check one Pad: \_\_\_\_[ ] \_\_\_\_\_

 Fast Back Binding \_[ ] \_\_\_\_

 [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  check one

Options for punching: [ ]  [ ]

[ ]  2-hole Punch 8 ½ x 11 4 ¼ x 5 ½

[ ]  3-hole Punch

SPECIAL INSTRUCTIONS:

pick a color

 \*THIS SIDE IS FOR COPY CENTER USE ONLY\*

MAILED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Copies \_\_\_\_\_\_\_\_ 1-side \_\_\_\_\_\_ 2-side \_\_\_\_\_\_ Kodak \_\_\_\_\_\_

 # Ex. Copies \_\_\_\_\_ 1-side \_\_\_\_\_\_ 2-side \_\_\_\_\_\_ Kodak \_\_\_\_\_\_

Masters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PAPER QTY/REG QTY/EXTRA

 COPY COPY

 Bond 8 ½ x11 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Bond 8 ½ x14 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Bond 11x17 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Punched Bond \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Brites \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Vellum \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Cover \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Index \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 NCR 2-part \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 NCR 3-part \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 NCR 4-part \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 NCR 5-part \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Transparency \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Parchment \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

STANDARD FINISHING HOURS

Collate \_\_\_\_\_\_\_\_ Glue \_\_\_\_\_\_\_

Collate/staple \_\_\_\_\_\_\_\_ Cut \_\_\_\_\_\_\_

Collate/staple/fold\_\_\_\_\_\_\_\_ Punch \_\_\_\_\_\_\_

 Fold \_\_\_\_\_\_\_

PRESS AND KODAK TIME

 1-side 2-side

Press \_\_\_\_\_ \_\_\_\_\_

Kodak \_\_\_\_\_ \_\_\_\_\_

 OTHER CHARGES:

 Description # Units

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 

White: Print Shop Copy

Yellow: Return to User Copy

Pink: User File Copy