# 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

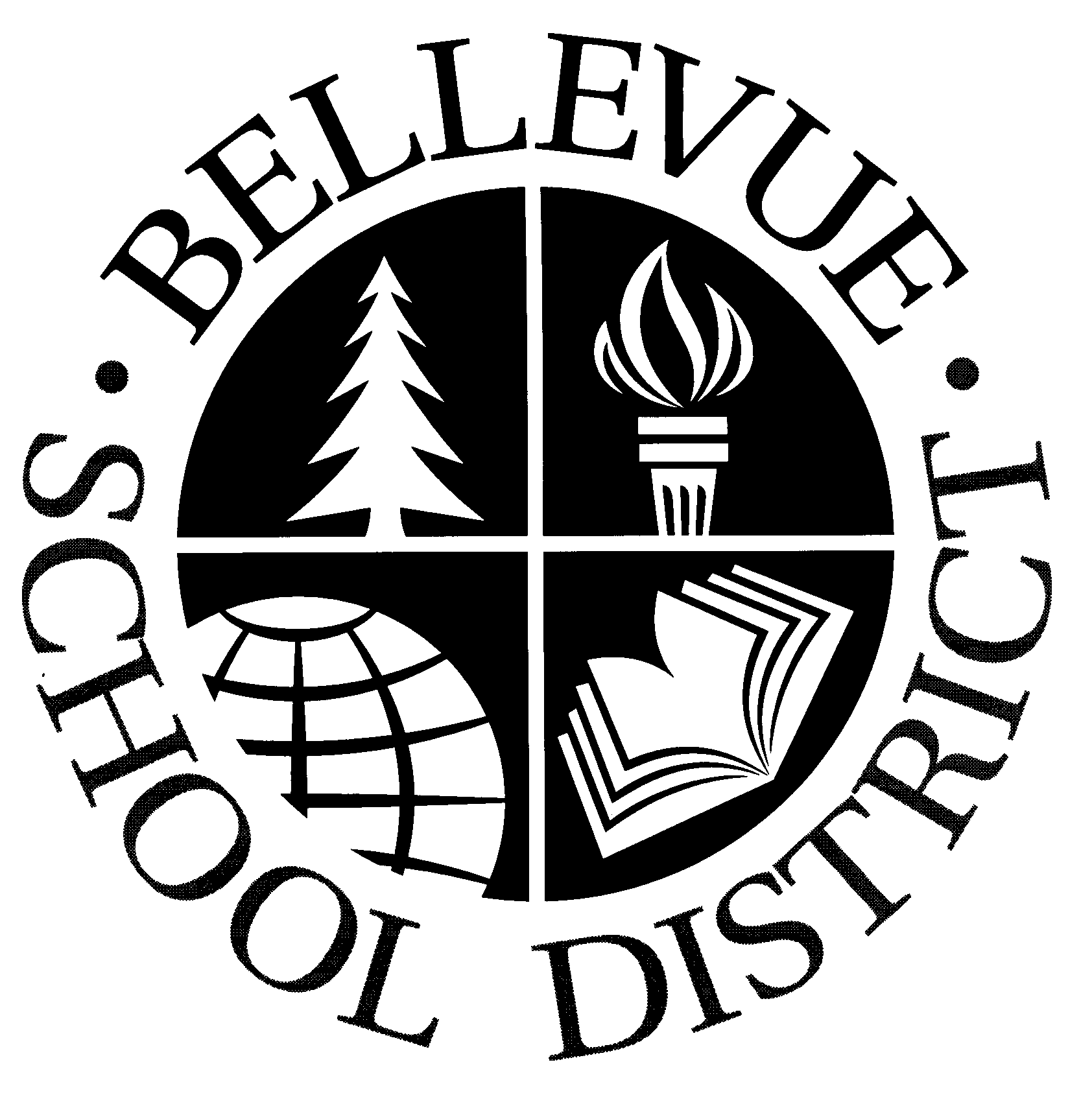
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

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

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

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

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



White: Print Shop Copy

Yellow: Return to User Copy

Pink: User File Copy