USD 261 Haysville Schools

USD 261 PRINT SHOP COPY REQUEST FORM

RICOH imagine. change.

YOUR NAME (Requested by): _____ **Cell #:** _____

School: _____ **Phone #:** _____

Today's Date: _____ **Date Needed:** _____
(At least 2 days before using in class please)

[ ] Deliver to School   [ ] Call/Customer Pick Up   [ ] Rush Job: Call or email when ready   [ ] Personal Pay

Name of Job

Copy Requirements

Number of originals submitted: _____ **Number of Copies/Sets needed:** _____

[ ] B&W Copies	[ ] Collated: (1, 2, 3 1, 2, 3)	[ ] Single Sided
[ ] Color Copies	[ ] Uncollated: (1, 1, 1, 2, 2, 2)	[ ] Double Sided
		[ ] Mixed (Double and Single sided)
[ ] Scan copies to PDF	[ ] PROOF	[ ] Copy exactly as Originals

Paper Requirements

[ ] 8.5 x 11 (letter)	[ ] 20# White
[ ] 8.5 x 14 (legal)	[ ] 24# Bright White (For Brochures, heavy coverage)
[ ] 11 x 17 (tabloid)	[ ] 100# White Cardstock
[ ] 12 x 18	
[ ] Poster Size: Height_____ Width_____	

[ ] Color Paper   **[ ] Color Cardstock**

Pastels: Blue, Buff, Goldenrod, Gray, Green, Ivory, Lavender, Red, Tan, Yellow	**Brights:** Aqua, Blue, Forest Green, Green, Lava, Orange, Purple, Red, Salmon, Yellow	**Pastels**: Blue, Green, Ivory, Pink, Salmon, Yellow **Brights**: Blue, Goldenrod, Green, Orange , Purple, Red, Yellow
[ ] 11x17 (20#): Blue, Goldenrod. Green, Pink, Yellow		[ ] 11x17 Cardstock: Blue, Goldenrod ,Green, Pink, Yellow

Finishing Requirements

Stapling   **Cutting**   **Folding**

[ ] Single Staple	[ ] 1/2	[ ] Letter Fold
[ ] Two Staples on Left	[ ] 1/4	[ ] Half Fold
[ ] Booklet (Center & Half Fold)	[ ] Full Bleed	[ ] Tri-Fold

Binding   **Covers:**

[ ] Comb Binding

[ ] Strip Binding

White, Blue, Green, Goldenrod, Ivory, Pink, Purple, Red, Salmon, Yellow, Br. Blue, Br. Green, Br. Orange, Br. Yellow   Front Printed: [ ] SS   [ ] DS   Back Printed: [ ] Inside [ ] Back [ ] Both

[ ] Lamination

[ ] 3-Hole Punch

Notes/Comments:
Copyright Information: **Please sign to release responsibility of copyright protection against the District Print Shop which claims no liability for any copyrighted materials printed**
Name: _____   School: _____   Signature: _____