

# Dallas School District

# Print Shop

## Order Form

Date Rec'd \_\_\_\_\_

Due Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Deliver to: \_\_\_\_\_ or  Will Pick Up \_\_\_\_\_  am  pm

### PRODUCTON INFORMATION

Number of Originals \_\_\_\_\_ Number of Copies \_\_\_\_\_

Custom/Design work hours: \_\_\_\_\_

B/W Printing: # \_\_\_\_\_  Color Printing # \_\_\_\_\_

Paper Size: \_\_\_\_\_ Paper Stock:  20 lb bond  90 lb Index  Other \_\_\_\_\_

Paper Color:  White  Blue  Buff  Cherry  Gray  Green

Goldenrod  Ivory  Lavender  Tan  Yellow

Orientation:  Portrait  Landscape Pages:  Single-Sided  Double-Sided  Mixed

### BINDERY INFORMATION

Collate  Cut Size \_\_\_\_\_  Glue Padding

Staple Position \_\_\_\_\_  Saddle Staple  Fastback

3-Hole Punch  2-Hole Punch  Laminate  Comb Binding

Fold Type \_\_\_\_\_  NCR Padding  Other \_\_\_\_\_

### SPECIAL INSTRUCTIONS

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Billed out:

Date: \_\_\_\_\_