

JOB #

Incomplete request forms will be returned to you.

If your original is in a HARD COPY FORMAT
 Please attach it to this completed printing request and send both in an envelope to the BSD Printing Department. Expectation of delivery of services should be 5-7 Business Days from date of receipt of order.

If your original is in an eFILE FORMAT
 e-mail file to: Heather.Austin@bsd.k12.de.us
 Then send this completed printing request in an envelope to the BSD Printing Dept.

Your School's Name or District Office Department: _____

Your Name _____ Telephone _____ Extension _____

Today's Date ____/____/____ Date Needed: ____/____/____

YOUR SUPERVISOR'S INITIALS & DATE **Supervisor, by initialing this form:**
 You are approving this printing request.
 You are approving the duplication of any copyright documents.

Title of This Job

QUICK REQUEST PLEASE PRINT # COPIES EXACTLY LIKE MY ENCLOSED HARD COPY ORIGINAL. **STOP DO NOT PROCEED**

Job Information

NUMBER OF COPIES:

COLOR OF PAPER:

TYPE OF PRINTING: B/W COLOR
3-HOLE PUNCHED: NO YES
PRINT ON: 1 SIDE 2 SIDES
COLLATE: YES NO

PAPER: PAPER - 20 lb
 VELLUM - 67 lb
 CARDSTOCK - 110 lb
 CARBONLESS
 2,3,4 or 5 PARTS

BINDING: NONE
 SINGLE STAPLE
 DOUBLE STAPLE
 SADDLE STITCH
 PLASTIC (GBC)
 LAMINATION

FRONT AND BACK COVERS

FRONT COVER COLOR:

PRINT FRONT COVER ON: FRONT
 BOTH SIDES
 LEAVE BLANK

BACK COVER COLOR:

PRINT BACK COVER ON: LEAVE BLANK
 INSIDE BACK
 OUTSIDE BACK
 BOTH SIDES

POSTERS

PLEASE PRINT:
 # POSTER(S)
 THIS SIZE _____ x _____

POSTERS CAN BE PRINTED ANY SIZE UP TO 36 INCHES IN WIDTH/HEIGHT (PDF)

WHITE, YELLOW, PINK - SEND WITH YOUR REQUEST / GOLD - RETAIN FOR YOUR RECORDS

Request For Printing Services

DATE SHIPPED