

Appendix A

INDEPENDENT SCHOOL DISTRICT NO. 1 PRINT SHOP PRINTING REQUEST FORM GUIDELINES

- *Timing: 48 hours for copies.*
- **Allow 2 weeks for Binding, Folding, NCR Forms, Padding....etc.**
- Please specify date needed (Not ASAP)

SCHOOL/DELIVERY LOCATION _____

ACCOUNT CODE TO CHARGE _____

DOCUMENT NAME _____

DATE NEEDED _____

PRINTING INSTRUCTIONS

NO. OF ORIGINALS SENT
(Each side counts as an original)

SINGLE SIDE

DOUBLE SIDE
(DUPLEX)

NO. OF COPIES NEEDED

20 LB. BOND PAPER

- WHITE 20LB BOND
 COLORED 20LB BOND
STATE COLOR

SPECIAL PAPER

COLOR

TYPE

- CONSTRUCTION
 ASTROBRIGHT BOND
 COVER STOCK
 ASTROPARCHE
 NCR (CARBONLESS), **2-part** or **3-part**
OTHER Sizes, **8-1/2 x 14** or **11 x 17**

EXTRA WORK REQUESTED

- COLLATE CUT PLASTIC COMB BINDING (GBC)
 STAPLE PAD (GLUE) OTHER
 3-HOLE PUNCH FOLD

OTHER INSTRUCTIONS: _____

I am aware of District copyright policy and feel this request meets the guidelines.

REQUESTED BY: _____ DATE _____

Please complete this form and attach with order. If printing out please send **2 COPIES of Print Request** with your order. If you would like to email your order please send to printshop@lewistonschools.net