

REQUEST FOR PRINTING

(DO NOT WRITE IN THIS SPACE)

**Mesa Public Schools
PRINTING & PUBLISHING**
255 South Center Street
Mesa, Arizona 85210-1501
(480) 472-0980
Fax (480) 472-0981

Department or School: _____

Date Ordered: _____ Date Needed: _____

Account To Be Charged _____
Student Funds Purchase Order # _____

Job Name: _____ Job # _____ Permanent Job Temporary Job

Requested By: _____ Telephone: _____ Fax # _____

Authorized By: _____ Telephone: _____
(Principal or Supervisor)

STATUS: New Form Reorder (**NO** change)
 Revised Form (**ANY** change since last printing)

QUANTITY: _____

NUMBER OF PAGES: _____

PREPRESS: Typeset Hard Copy

Disk Mail Merge Services PDF Conversion

E-Mail File Provided To _____

PROOF REQUIRED: Yes No

To Be Proofed By _____

FINISH SIZE:

8 1/2 x 11 8 1/2 x 14 11 x 17

5 1/2 x 8 1/2 9 x 12 (Pocket Folder)

Other _____

TWO SIDES: Yes No

INK: Black Other _____

COPIES: Color Black & White

COMMENTS: _____

PAPER:
 White Preprints
 Color _____ Cover _____
 Other _____

NCR (Carbonless)
 2 Part 3 Part 4 Part 5 Part

BINDERY: _____
 Fold Trifold Quarter Fold/Tab
 Perf Score 3 Hole Punch
 Laminate Pad in sets of _____

Binding
 Saddle Stitch Coil _____
 Staple Upper Left Staple Two Sided Left

Packaging
 Package In Bulk Shrink in sets of _____
 Slip sheet in sets of: _____

DELIVERY INFORMATION:
Distribution: Yes No

Deliver To: _____

PRINTING & PUBLISHING USE ONLY

<p style="text-align: center;">OFFICE</p> <p>Date Processed _____ By _____</p>	<p style="text-align: center;">PRODUCTION</p> <p>Quantity Run _____ Date Completed _____ By _____</p>
<p style="text-align: center;">ARTROOM</p> <p>Total Typesets _____ Total Scans _____ Total B&W Proofs _____ Total Color Proofs _____ Total Negatives _____ Total Plates _____ PDF Conversions _____ Date Completed _____ By _____</p>	<p style="text-align: center;">BINDERY</p> <p>Quantity Run _____ Boxes Used _____ Date Completed _____ By _____</p>
<p style="text-align: center;">CUTTER</p> <p>Pre-cut _____ Post-cut _____ By _____</p>	<p style="text-align: center;">DELIVERY</p> <p>Quantity Delivered _____ Date Delivered _____ By _____</p>

White: Print Shop **Yellow:** Customer