

PRODUCTION REQUEST
District Production Services

SUBMIT/EMAIL FORM WITH ORDER

Person Requesting:	Date Desired:
Dept./School:	
Account # Charged:	

PRINTING DIRECTIONS: PLEASE COMPLETE/CHECK ALL OPTIONS DESIRED.

Is it black or color ink? Black Ink Color Ink

Job #1	Job #2																												
<p>TITLE:</p> <p># ORIGINALS:</p> <p># COPIES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Paper Color</td><td></td></tr> <tr><td>Text</td><td>Coverstock</td></tr> <tr><td>Uncollated</td><td>Collated Set</td></tr> <tr><td>One Sided</td><td>Back to Back</td></tr> <tr><td>3 Hole</td><td>Staple</td></tr> <tr><td>Spiral Bind</td><td>Pad</td></tr> <tr><td>Cut:</td><td>Fold:</td></tr> </table> <p>Notes:</p>	Paper Color		Text	Coverstock	Uncollated	Collated Set	One Sided	Back to Back	3 Hole	Staple	Spiral Bind	Pad	Cut:	Fold:	<p>TITLE:</p> <p># ORIGINALS:</p> <p># COPIES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Paper Color</td><td></td></tr> <tr><td>Text</td><td>Coverstock</td></tr> <tr><td>Uncollated</td><td>Collated Set</td></tr> <tr><td>One Sided</td><td>Back to Back</td></tr> <tr><td>3 Hole</td><td>Staple</td></tr> <tr><td>Spiral Bind</td><td>Pad</td></tr> <tr><td>Cut:</td><td>Fold:</td></tr> </table> <p>Notes:</p>	Paper Color		Text	Coverstock	Uncollated	Collated Set	One Sided	Back to Back	3 Hole	Staple	Spiral Bind	Pad	Cut:	Fold:
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PRODUCTION CHARGES

Printing	Cost
PAPER @	
PAPER @	
PAPER @	
IMPRESSIONS @	
IMPRESSIONS – COLOR @	
LAMINATION FEET @	
Comb Binders @	
TOTAL	