

PLEASE COMPLETE IN FULL. QUESTIONS? CALL 360.952.3594

ORDERING INFORMATION All ESD ACCOUNT CODES MUST BE FILLED OUT COMPLETELY		PRINT CENTER USE ONLY Total Impressions: _____ Printed: _____ Postage or Shipping: _____ Delivered: _____	
ESD Acct. Code: _____ 7750 _____		» Only one print order per account code please.	
Invoice #: _____ Quote #: _____			
ESD Dept. _____ Phone No. _____ Deliver to: _____	SCHOOL DISTRICT: _____ District PO No. _____	DATES: Today: _____ Due: _____	
JOB NAME: _____		QUANTITY: _____ <input type="checkbox"/> Price Quote ONLY Proof Required: None <input type="checkbox"/> Printed <input type="checkbox"/> Digital <input type="checkbox"/>	
SPECIAL INSTRUCTIONS: _____			

JOB SPECIFICATIONS Please fill out thoroughly or specify Quote # above right.		PAPER SIZE: <input type="checkbox"/> 8.5x11" <input type="checkbox"/> 8.5x14" <input type="checkbox"/> 11x17" <input type="checkbox"/> 12x18" <input type="checkbox"/> 13x19" <input type="checkbox"/> Envelopes <input type="checkbox"/> Poster Size	PAPER TYPE: BOND: <input type="checkbox"/> 20# <input type="checkbox"/> 60# <input type="checkbox"/> 70# <input type="checkbox"/> 80# <input type="checkbox"/> 100# CARDSTOCK: <input type="checkbox"/> 65# <input type="checkbox"/> 80# <input type="checkbox"/> 110# <input type="checkbox"/> 130# ASTROBRIGHT PAPER: <input type="checkbox"/> 60# BOND <input type="checkbox"/> 65# COVER Color: _____ <input type="checkbox"/> NCR part # _____	PAPER COLOR: <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Cream <input type="checkbox"/> Pink <input type="checkbox"/> Buff <input type="checkbox"/> Green <input type="checkbox"/> Orchid <input type="checkbox"/> Cherry <input type="checkbox"/> Grey <input type="checkbox"/> Salmon <input type="checkbox"/> Tan <input type="checkbox"/> Yellow <input type="checkbox"/> Goldenrod
PRINTED: <input type="checkbox"/> One-sided <input type="checkbox"/> Two-sided Number of Originals/Pages: _____ (double sided is two pages)				
BLEED: <input type="checkbox"/> YES <input type="checkbox"/> NO Finished size: _____	INK: <input type="checkbox"/> All Black <input type="checkbox"/> Full Color			
FILE NAME: _____ FILE LOCATION: _____ DESIGNER NAME: _____				
COLLATE: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Groups of 25 <input type="checkbox"/> Groups of 50 <input type="checkbox"/> Groups of 100				
STAPLE: <input type="checkbox"/> YES <input type="checkbox"/> NO Location: <input type="checkbox"/> Upper Left <input type="checkbox"/> 2-Left <input type="checkbox"/> Saddle				
CUT: <input type="checkbox"/> YES <input type="checkbox"/> NO Size: _____				
PAD: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Pads of 50 <input type="checkbox"/> Pads of 100 <input type="checkbox"/> Glue Top <input type="checkbox"/> Glue Edge <input type="checkbox"/> Other _____				
FOLD: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Fold in Half <input type="checkbox"/> Half again <input type="checkbox"/> Tri-Fold <input type="checkbox"/> Cover Out <input type="checkbox"/> Cover In <input type="checkbox"/> Other _____				
DRILL: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 3-Hole <input type="checkbox"/> 2-Hole <input type="checkbox"/> 1-Hole				
TABS/BOOK: <input type="checkbox"/> YES <input type="checkbox"/> NO # _____				
SPIRAL: <input type="checkbox"/> YES <input type="checkbox"/> NO Location: <input type="checkbox"/> Left <input type="checkbox"/> Top				
PERFORATE: <input type="checkbox"/> YES <input type="checkbox"/> NO				
NUMBER: <input type="checkbox"/> YES <input type="checkbox"/> NO Starting # _____				
LAMINATE: <input type="checkbox"/> YES <input type="checkbox"/> NO				
TABBING: <input type="checkbox"/> YES <input type="checkbox"/> NO (needed for mailing)		Email orders to: printjobs@esd112.org or fax to: 360.750.9706		

AUTHORIZED BY: _____ **Date:** _____