

PLEASE COMPLETE IN FULL. QUESTIONS? CALL 360.952.3594

ORDERING INFORMATION

All ESD ACCOUNT CODES MUST BE
FILLED OUT COMPLETELY

ESD Acct. Code: _____ 7750 _____

» Only one print order
per account code please.

ESD Dept. _____

Phone No. _____

Deliver to: _____

SCHOOL DISTRICT: _____

District PO No. _____

JOB NAME: _____

SPECIAL
INSTRUCTIONS:

PRINT CENTER USE ONLY

Total Impressions: _____

Printed: _____

Postage or Shipping: _____

Delivered: _____

Invoice #: _____

Quote #: _____

DATES:

Today: _____

Due: _____

QUANTITY: _____

☐ Price Quote ONLYProof Required: None ☐Printed ☐ Digital ☐

JOB SPECIFICATIONS

Please fill out thoroughly or specify Quote # above right.

PRINTED: ☐ One-sided ☐ Two-sidedNumber of Originals/Pages: _____
(double sided is two pages)BLEED: ☐ YES ☐ NO

Finished size: _____

INK:

☐ All Black
☐ Full ColorDesigned by ESD 112 Communications
Department? ☐ YES ☐ NO

PAPER SIZE:

☐ 8.5x11"
☐ 8.5x14"
☐ 11x17"
☐ 12x18"
☐ 13x19"
☐ Envelopes☐ Poster Size

PAPER FINISH:

☐ Glossy coated
☐ Matte coated
☐ Uncoated

PAPER TYPE:

BOND:

☐ 20#
☐ 60#
☐ 70#
☐ 80#

CARDSTOCK:

☐ 65#
☐ 80#
☐ 110#
☐ 130#

ASTROBRIGHT PAPER:

☐ 60# BOND ☐ 65# COVER

Color: _____

☐ NCR part # _____

PAPER COLOR:

☐ White
☐ Blue
☐ Cream
☐ Pink
☐ Buff
☐ Green
☐ Orchid
☐ Grey
☐ Salmon
☐ Yellow
☐ GoldenrodCOLLATE: ☐ YES ☐ NO ☐ Groups of 25 ☐ Groups of 50 ☐ Groups of 100STAPLE: ☐ YES ☐ NO Location: ☐ Upper Left ☐ 2-Left ☐ SaddleCUT: ☐ YES ☐ NO Size: _____PAD: ☐ YES ☐ NO ☐ Pads of 50 ☐ Pads of 100 ☐ Glue Top ☐ Glue Edge ☐ Other _____FOLD: ☐ YES ☐ NO ☐ Fold in Half ☐ Half again ☐ Tri-Fold ☐ Cover Out ☐ Cover In ☐ Other _____DRILL: ☐ YES ☐ NO ☐ 3-Hole ☐ 2-Hole ☐ 1-HoleTABS/BOOK: ☐ YES ☐ NO # _____SPIRAL: ☐ YES ☐ NO Location: ☐ Left ☐ TopPERFORATE: ☐ YES ☐ NONUMBER: ☐ YES ☐ NO Starting # _____LAMINATE: ☐ YES ☐ NOTABBING: ☐ YES ☐ NO (needed for mailing)Email orders to:
printjobs@esd112.org

AUTHORIZED BY: _____

Date: _____