



957-2368  
561-0240 (Fax)

# Job Request

## Printing/Duplicating/Graphic Design

Received

Job #

District \_\_\_\_\_ Building/Dept. \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Date Needed (please indicate actual date - not ASAP) \_\_\_\_\_ Email \_\_\_\_\_

Project Description \_\_\_\_\_ (PLEASE SEND ORIGINAL PINK REQUEST WITH JOB)

**Quantity** \_\_\_\_\_  Uncollated  
 # of Original Pages \_\_\_\_\_  Collate  
 One Side  Front & Back Fold:  tri  half  
 Size  8.5x11  8.5x14  11x17 Staple:  1 staple  2 staple  
 Other \_\_\_\_\_ Binding:  Comb  Spiral/Coil  
 Ink Color \_\_\_\_\_ Pads  of 50;  of 100; other \_\_\_\_  
 Full Color Copies Drill Holes  3  other \_\_\_\_\_  
 Paper Color \_\_\_\_\_  Numbering \_\_\_\_\_  
 Cover Color \_\_\_\_\_  Tabs  
 Index (Heavier than Cover) \_\_\_\_\_  Laminate  
 Carbonless - # Parts \_\_\_\_\_  Perforating  Scoring  
 Envelopes:  #9  #10  #11  Plain  Window  
 #12  #14  6x9  9x12  10x13  self-seal  Security

### Special Instructions

(please indicate any changes here)

(when possible, send sample;  
please send electronic files to  
printshop@cves.org)

Signed \_\_\_\_\_ Approved \_\_\_\_\_

School District Authorization

**NOTE:** Submission of this signed form constitutes an authorization to reproduce the attached materials and represents an assurance that the request is consistent with any applicable copyright laws.

### Below for CVES use only

Graphic Design  Kim  Matt No. Originals \_\_\_\_\_ Date Received \_\_\_\_\_  
 Photocopy  Becky  Megan  \_\_\_\_\_ Quantity Printed \_\_\_\_\_ Date Completed \_\_\_\_\_  
 \_\_\_\_\_

Aidable Shared Service Non-Aidable Invoice TOTAL

	Aidable Shared Service	Non-Aidable Invoice	TOTAL
Design/Layout _____ Hours			
Photocopy _____ minutes			
___ # fronts _____ / _____			
___ # backs _____ / _____			
___ Front Cover _____ / _____			
___ Back Cover _____ / _____			
___ Tabs _____			
___ # sets carbonless _____ part			
Folding _____ Padding _____ Drilling _____			
Collating _____ Binding _____ Cutting _____			
Stapling _____ Numbering _____ Perf/Score _____			
Other (binders, laminating, etc.) _____			
<b>TOTAL</b>			