



Washoe County School District

Washoe County School District PRINTING DEPARTMENT

P.O. Box 30425, 425 East 9th Street Reno, NV 89520-3425

Ph. (775) 348-0215 Fax: (775) 348-0220

Order # _____

Amount \$ _____

PLEASE INCLUDE COPYRIGHT PERMISSION IF NEEDED

School or Department _____ Date Ordered _____ **Printing** Date Needed _____
(No abbreviations for schools or depts.) *No ASAP, please allow reasonable time*

PHONE: _____ PHONE: (After hours/summer or holiday time) _____

Requested by _____ Approved by _____

To Be Billed To:

Account # _____

signature must accompany

Please Check One: **Traditional**
Multi-track
Year-round

THE ABOVE AREA MUST BE FILLED IN, IF NOT ORDER WILL BE RETURNED

Organization or Person (If different from above) _____

Billing Address (If not school or department) _____

NEWSLETTER INFO

All U.S.P.S. mailed newsletters must be okayed by Mail Center

Work order # from I.T. _____ Due in Mail Center on _____

PRINTING INFORMATION

Title of Job to be Printed _____

(Business cards/ditto sheets, etc.)

of originals _____

of sheets in sets _____ include covers

of copies _____ to be printed

Paper Color: _____ 1st choice

Pastel Bright _____ 2nd choice

Ink Color _____

Covers: Color of Covers: _____

Paper _____ Pastel Bright

Cardstock

Labeling / Postcard stock

Yes No **Collating:** (Collating 1,2,3, etc./ Uncollated, 111, 222, 333, etc.)

___ Front & back

___ Single-sided

___ Combination

Note: For this selection originals must be clearly marked for printing instructions

___ 8 1/2 x 11 (Letter size)

___ 8 1/2 x 14 (Legal size)

___ 11 x 17 (Ledger size)

___ 12 x 18

___ Envelopes (#6 / #9 / #10 / other)

Please circle

N C R

___ 2-part (w/c)

___ 2-part (w/p)

___ 3-part

___ 4-part

___ 5-part

___ Misc. _____

COLOR COPIES

___ 8 1/2 x 11 (Letter size)

___ 8 1/2 x 14 (Legal size)

___ 11 x 17 (Ledger size)

___ 12 x 18 (Poster size)

___ Transparencies

___ Other _____

Stock _____

Special Instructions:

Staple _____ # of staples _____ top _____ side _____ saddlestitch

Hole punch _____ # times _____ top _____ side _____ calendar

Cutting: Finished size _____ X _____
(width) (height)

Folding: Type of fold _____



Numbering: Start # _____ to End # _____

___ padding

___ loose (no binding)

___ heat tape (Color _____, Substitute Color _____)

___ comb / coil binding (Color _____, Substitute Color _____)
(please circle choice)

Portrait  or Landscape 

 comb  coil

DELIVERY INFORMATION

Call for Pick-up. _____ Phone _____ Call made by _____ Date _____

PLEASE SIGN FOR JOB PICK-UP: _____

Warehouse _____ boxes (3 to 10 days to reach schools) School Mail _____ pkgs. Sent by _____ Date _____
(1 to 3 days)

Printer:

initials

date

Bindery:

initials

date