



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

pshop@washoeschools.net

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:** ----- **signature must accompany**  
Account # \_\_\_\_\_ *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.) \_\_\_\_\_ Front & back \_\_\_\_\_  
\_\_\_\_\_ Single-sided \_\_\_\_\_  
\_\_\_\_\_ Combination \_\_\_\_\_

**# of originals** \_\_\_\_\_ **# of sheets in sets** \_\_\_\_\_ **include covers** \_\_\_\_\_  
**# of copies to be printed** \_\_\_\_\_ *Note: For this selection originals must be clearly marked for printing instructions*

**Paper Color:** \_\_\_\_\_ 1st choice \_\_\_\_\_ **N C R** \_\_\_\_\_ **COLOR COPIES** \_\_\_\_\_  
Pastel Bright \_\_\_\_\_ 2nd choice \_\_\_\_\_ 8 1/2 x 11 (Letter size) \_\_\_\_\_  
\_\_\_\_\_ 8 1/2 x 14 (Legal size) \_\_\_\_\_  
\_\_\_\_\_ 11 x 17 (Ledger size) \_\_\_\_\_  
\_\_\_\_\_ 12 x 18 (Poster size) \_\_\_\_\_  
\_\_\_\_\_ 12 x 18 \_\_\_\_\_  
\_\_\_\_\_ Envelopes (#6 / #9 / #10 / other) \_\_\_\_\_  
*Please circle* \_\_\_\_\_ Misc. \_\_\_\_\_ Stock \_\_\_\_\_

**Covers:** Color of Covers: \_\_\_\_\_  
 Paper \_\_\_\_\_ Pastel Bright \_\_\_\_\_  
 Cardstock \_\_\_\_\_

Labeling / Postcard stock \_\_\_\_\_  
 Yes  No **Collating:** (Collating 1,2,3, etc./ Uncollated, 111, 222, 333, etc.) \_\_\_\_\_



Special Instructions: \_\_\_\_\_



**BINDERY OPTIONS**

\_\_\_\_\_ padding \_\_\_\_\_ loose (no binding) \_\_\_\_\_ **Staple** \_\_\_\_\_ # of staples \_\_\_\_\_ top \_\_\_\_\_ side \_\_\_\_\_ saddlestitch \_\_\_\_\_

\_\_\_\_\_ # of pads \_\_\_\_\_ # of pages per pad \_\_\_\_\_ **Hole punch** \_\_\_\_\_ # times \_\_\_\_\_ top \_\_\_\_\_ side \_\_\_\_\_ calendar \_\_\_\_\_

\_\_\_\_\_ heat tape (Color \_\_\_\_\_, Substitute Color \_\_\_\_\_) \_\_\_\_\_ **Cutting:** Finished size \_\_\_\_\_ X \_\_\_\_\_  
\_\_\_\_\_ comb / coil binding (Color \_\_\_\_\_, Substitute Color \_\_\_\_\_) \_\_\_\_\_ (please circle choice) \_\_\_\_\_ (width) \_\_\_\_\_ (height) \_\_\_\_\_

Portrait  or  Landscape  \_\_\_\_\_ **Folding:** Type of fold \_\_\_\_\_

 comb \_\_\_\_\_   coil \_\_\_\_\_ **Numbering:** Start # \_\_\_\_\_ to End # \_\_\_\_\_

**DELIVERY INFORMATION**

Call for Pick-up. \_\_\_\_\_ Phone \_\_\_\_\_ Call made by \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SIGN FOR JOB PICK-UP:** \_\_\_\_\_

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

**Printer:** \_\_\_\_\_ initials \_\_\_\_\_ date \_\_\_\_\_ **Bindery:** \_\_\_\_\_ initials \_\_\_\_\_ date \_\_\_\_\_