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 _____
signature must accompany

To Be Billed To: Account # ☐☐-☐☐☐-☐☐☐☐-☐☐☐☐☐-☐☐☐-☐☐☐☐
THE ABOVE AREA MUST BE FILLED IN, IF NOT ORDER WILL BE RETURNED

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

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: _____
Pastel Bright
☐ Paper
☐ Cardstock

☐ 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

Special Instructions:

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 _____

☐ Labeling / Postcard stock

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

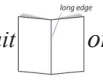
BINDERY OPTIONS

☐ **padding** ☐ **loose (no binding)**

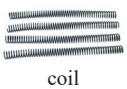
☐ **# of pads** ☐ **# of pages per pad**

☐ **heat tape** (*Color* _____, *Substitute Color* _____)

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

☐ *Portrait* 

or ☐ *Landscape*
comb


coil

Staple _____ # of staples ☐ top ☐ side ☐ saddlestitch

Hole punch _____ # times ☐ top ☐ side ☐ calendar

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

Folding: Type of fold _____

Numbering: Start # _____ to End # _____

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