

Graphic Arts Services Request — Pleasanton Unified School District
 4750 First Street, Pleasanton, CA 94566 • (925) 426-4270 • graphics@pleasantonusd.net

Received _____
 Completed _____

Date Submitted: _____ Date Needed: _____
(Designate Date—Not ASAP)

No. _____

Your Name _____ Phone & Ext. _____ Email _____

School / Site / Company _____ Dept. / Grade _____

Billing address (outside agencies only) _____ City _____ Zip _____



Authorized Signature _____

PIN #(s) _____


PICK UP or **DELIVER** to: School _____ District Office Other: _____

Job #1 _____

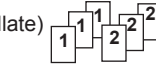
Paper Color : _____

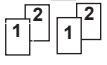
Print back-to-back  Print single sided 

of copies _____ Colored Ink

of originals _____ (each side = 1 original) 

Paper Size:	Paper Type:
<input type="checkbox"/> 8.5" x 11"	<input type="checkbox"/> Bond <input type="checkbox"/> Astrobright Cardstock
<input type="checkbox"/> 8.5" x 14"	<input type="checkbox"/> Astrobright <input type="checkbox"/> Cardstock
<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> Parchment <input type="checkbox"/> Parchment Cardstock
<input type="checkbox"/> 2' x 3' (poster)	<input type="checkbox"/> Crack N Peel <input type="checkbox"/> Construction Paper

Group (Uncollate)  Drill (3-hole) Fold _____ Pad*

Sort (Collate)  Staple CUT SIZE _____

Laminate* Wire Bind* COPIES AFTER CUT = _____

*Allow extra time for finishings - 10 days minimum

NCR (NCR jobs order by the ream only) - Allow 10 Working Days Minimum
 2 part - 250 per ream (white, canary) # Reams _____



Envelopes (500 envelopes per box) - Allow 10 Working Days Minimum
 #10 Envelopes (4.125" h x 9.5" w) Plain Window # Boxes _____

Business Cards (2" h x 3.5" w) - Allow 10 Working Days Minimum
 Qty: 100 / 250 / 500 Qty: _____


Special Instructions:

Job #2 _____

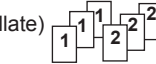
Paper Color : _____

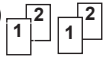
Print back-to-back  Print single sided 

of copies _____ Colored Ink

of originals _____ (each side = 1 original) 

Paper Size:	Paper Type:
<input type="checkbox"/> 8.5" x 11"	<input type="checkbox"/> Bond <input type="checkbox"/> Astrobright Cardstock
<input type="checkbox"/> 8.5" x 14"	<input type="checkbox"/> Astrobright <input type="checkbox"/> Cardstock
<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> Parchment <input type="checkbox"/> Parchment Cardstock
<input type="checkbox"/> 2' x 3' (poster)	<input type="checkbox"/> Crack N Peel <input type="checkbox"/> Construction Paper

Group (Uncollate)  Drill (3-hole) Fold _____ Pad*

Sort (Collate)  Staple CUT SIZE _____

Laminate* Wire Bind* COPIES AFTER CUT = _____

*Allow extra time for finishings - 10 days minimum

NCR (NCR jobs order by the ream only) - Allow 10 Working Days Minimum
 2 part - 250 per ream (white, canary) # Reams _____

Envelopes (500 envelopes per box) - Allow 10 Working Days Minimum
 #10 Envelopes (4.125" h x 9.5" w) Plain Window # Boxes _____

Business Cards (2" h x 3.5" w) - Allow 10 Working Days Minimum
 Qty: 100 / 250 / 500 Qty: _____

Special Instructions:

New Originals _____	Hand Processing _____			
FOR GRAPHICS USE ONLY		Unit Price	Total	SUBTOTAL: _____ SURCHARGE _____ % TOTAL DUE: _____
Paper Cost				
Job #1 _____	<input type="checkbox"/> Typeset/Design _____ <input type="checkbox"/> Wrap _____			
	<input type="checkbox"/> Wire Bind _____ <input type="checkbox"/> Pad _____ <input type="checkbox"/> Cut _____			
Job #2 _____	<input type="checkbox"/> Staple _____ <input type="checkbox"/> Fold _____ <input type="checkbox"/> Production Labor _____			
	<input type="checkbox"/> Drill _____ <input type="checkbox"/> Other _____			