

# HAMPTON CITY SCHOOLS

## PRINTING SERVICES

### PRINTING SERVICES WORK ORDER

Job Number: \_\_\_\_\_

Title of Form or Publication:	Date of Request:
Requested By (Department):	Completion Date Requested:
<b>Budget Code:</b>	Date Received HCS Printing:
Authorized by:	Number of Copies: _____      Number of Pages: _____
<u>Name and Phone Number of Contact Person:</u>	<input type="checkbox"/> Revised form or publication. <input type="checkbox"/> New form or publication
<b>PLEASE NOTE: ATTACH A COPY OF THE ITEM TO BE PRINTED TO THIS WORK ORDER!</b>	<b>NOTES:</b>  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

**NOTE: If you have not received notice that your printing request is ready within ten (10) working days, please call 727-2080 or 727-2079 to check on the job status!**

**PRINTING MAY BE PICKED UP MONDAY - FRIDAY 7:30 a.m.- 11:30 a.m. and 1:30 p.m. - 3:30 p.m.**

**PRINTING:**

- Front Only
- Front and Back
- As per Sample

Other/Specify: \_\_\_\_\_

**INK:**

- As per sample
- Black
- Blue
- Red
- Green
- Other: PMS # \_\_\_\_\_

**PAPER**

- Letterhead
- Envelope(circle one)  
Regular / Window  
Other: \_\_\_\_\_

Bond Paper (circle one)  
White / Color: \_\_\_\_\_

Index (Card Stock) (circle one)  
White / Color \_\_\_\_\_

Cover stock (specify color and specs.)  
\_\_\_\_\_

Carbonless (specify)

- 2 part    3 part    4 part    5 part    6 part

**BINDERY**

- Collate
- Staple
- Fold
- 3 Hole Punch
- Pad
- Cut
- Other/Specify