



Print Shop Request Form

PLEASE COMPLETE IN FULL. ANY QUESTIONS, CALL 425-349-6666

DISTRICT/SCHOOL: _____ District PO # _____

Job Name: _____ Order Date: _____ Due Date: _____

JOB SPECIFICATIONS

Contact name: _____ Phone: _____

FILE LOCATION: ☐ EMAIL ☐ THUMB DRIVE ☐ MAIL ☐ HAND DELIVER

☐ OTHER: _____

QUANTITY: _____ **NUMBER OF PAGES:** _____ (double sided is two pages) ☐ ONE-SIDED ☐ TWO SIDED

☐ Price Quote Only Proof Required: ☐ YES ☐ NO If yes: ☐ Printed ☐ Digital

INK: ☐ all black ☐ all color ☐ color cover only ☐ some color pages, specify: _____

BLEED: ☐ YES ☐ NO Finished Size: _____

PAPER SIZE: ☐ 8.5x11 ☐ 8.5x14 ☐ 11x17 ☐ 12x18 ☐ Posters, size: _____ ☐ Tabs # _____

☐ Envelopes, size: _____ ☐ Folders, with inside pockets: ☐ YES ☐ NO

PAPER TYPE: Bond = ☐ 20# ☐ 90# ☐ 150# Smooth = ☐ 24# ☐ 28# Gloss = ☐ text ☐ cover

NCR = ☐ 2 part (w/y) ☐ 2 part (w/p) ☐ 3 part (w/y/p) ☐ 4 part (w/y/p/g)

Wide Format = ☐ heavy matte ☐ light matte ☐ vinyl ☐ photo gloss

PAPER COLOR 20# 8.5x11:

☐ white ☐ gray
☐ blue bright ☐ orange bright
☐ blue pastel ☐ salmon
☐ buff ☐ tan
☐ green pastel ☐ orchid
☐ green bright ☐ purple
☐ goldenrod ☐ re-entry red
☐ pink pastel ☐ yellow pastel
☐ pink bright ☐ yellow bright
other: _____

PAPER COLOR 90# 8.5x11:

☐ white ☐ gray
☐ blue bright ☐ orange bright
☐ blue pastel ☐ tan
☐ green lime ☐ purple
☐ green pastel ☐ ivory
☐ green bright ☐ pink bright
☐ goldenrod ☐ yellow bright
☐ re-entry red ☐ lift-off lemon
other: _____

* PAPER COLOR 11X17 SPECIAL ORDER:

20# COLOR: _____

90# COLOR: _____

ASTROPARCHE 28#: _____

ASTROPARCHE 90#: _____

BOOKLETS: ☐ YES ☐ NO SIZE: _____

BINDING:

☐ saddle stitch ☐ coil ☐ hardback

☐ 3-ring binder, size: _____

COLLATE: ☐ YES ☐ groups of 25 ☐ groups of 50 ☐ groups of 100 ☐ other: _____

STAPLE: ☐ YES Location: ☐ upper left ☐ 2 on left side ☐ other: _____

CUT: ☐ YES Size: _____

PAD: ☐ YES ☐ 50 sheets ☐ 100 sheets ☐ other: _____ ☐ glue top ☐ glue side

FOLD: ☐ YES ☐ fold in half ☐ half again ☐ tri-fold ☐ Z-fold ☐ other: _____

HOLE PUNCH: ☐ YES ☐ 3-hole ☐ 2-hole ☐ 1-hole

LAMINATE: ☐ YES

TABBING: ☐ YES (needed for mailing) ☐ 1 tab ☐ 2 tabs ☐ 3 tabs

DATA MERGE: ☐ YES ☐ excel attached Number merge: start with number _____

* We do have small amounts of random colors in stock.

Authorized By: _____

Email your request to: printshop@nwrdc.net

or click on submit button: **SUBMIT**

PRINT SHOP USE ONLY

UPS _____

Job _____

Sheets _____