

EDGEWOOD ISD – PRINT SHOP WORK ORDER 1930 Herbert Lane Office: (210) 444-7960 Fax: (210) 444-7969 Steve Perez - Print Shop Manager Email: sperez@eisd.net ALL JOBS MUST BE CAMERA READY TO PRINT PLEASE ALLOW 5-7 WORKING DAYS FOR JOBS.	PURCHASE ORDER
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DATE RECEIVED:	FROM: CAMPUS/DEPT.	BUDGET CODE:
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REQ #:	DATE DUE:	DESCRIPTION (TITLE OF FORM, ETC.)
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NO. OF ORIGINALS:	NO. OF COPIES:	TOTAL COPIES:	SPECIAL INSTRUCTION:
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Black/White Copy <input type="checkbox"/> YES <input type="checkbox"/> NO Color Copy <input type="checkbox"/> YES <input type="checkbox"/> NO
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FINISHED SIZE: <input type="checkbox"/> 8½ X 11 <input type="checkbox"/> 8½ X 14 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER PRINT: <input type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDED COLLATE: <input type="checkbox"/> YES <input type="checkbox"/> NO
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PAPER TYPE & COLOR TEXT: <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Goldenrod 20 & 24 lb. <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Orange <input type="checkbox"/> Electric Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red <input type="checkbox"/> Fuchsia <input type="checkbox"/> Teal COVER STOCK: <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Orange 65 LB <input type="checkbox"/> Yellow <input type="checkbox"/> Red <input type="checkbox"/> Fuchsia <input type="checkbox"/> Teal INSERTS: Yes _____ NO _____	JOB TYPE: <input type="checkbox"/> NCR FORMS <input type="checkbox"/> BOOKLETS <input type="checkbox"/> 2- PART NCR <input type="checkbox"/> BUSINESS CARDS <input type="checkbox"/> 3-PART NCR <input type="checkbox"/> FLYERS <input type="checkbox"/> 4-PART NCR <input type="checkbox"/> NEWSLETTERS <input type="checkbox"/> 5-PART NCR <input type="checkbox"/> DISTRICT LETTERHEAD <input type="checkbox"/> 6-PART NCR <input type="checkbox"/> DISTRICT ENVELOPES
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All orders must have purchase order number All outside printing must be pre-approved by Technology Director Thomas Cortez <input type="checkbox"/> Needs Outside Vendor	BINDERY: STAPLE <input type="checkbox"/> 1 LEFT <input type="checkbox"/> 2 LEFT <i>DRILL</i> <input type="checkbox"/> 3 HOLE STD <input type="checkbox"/> TAPE BIND <input type="checkbox"/> COMB BIND <i>FOLD</i> <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> 3-WAY FOLD <i>NUMBERING</i> <input type="checkbox"/> STARTING _____ <input type="checkbox"/> ENDING _____
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Delivery Date: _____ Pick Up Date: _____	SIGNATURE: FOR PICKUP (or) DELIVERY
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TOTAL COST FOR THIS JOB: \$ _____	NAME AND PHONE # OF PERSON TO CALL FOR PICK UP. DATE CALLED _____ TIME _____ CALL NO.1 DATE CALLED _____ TIME _____ CALL NO.2
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FOR PRINTING DEPARTMENT USE ONLY

P.S. DEPARTMENTS	OPERATOR	DATE	PRINT SHOP MANAGER SIGNATURE: <input type="checkbox"/> Konica Minolta B/W #1 <input type="checkbox"/> Konica Minolta B/W #2 <input type="checkbox"/> Konica Minolta B/W #3 <input type="checkbox"/> Konica Minolta Color 6000
COLOR COPY <input type="checkbox"/>			
COPY CENTER <input type="checkbox"/>			
BINDING <input type="checkbox"/>			

RUSH JOB: Must be Pre-approved by: Director Thomas Cortez