

CUSTOM REQUISITION

Reprographics 503-399-3110

Email completed form to repro_design@salkeiz.k12.or.us

HOLD FOR PICK-UP AT _____ : _____

School/Dept/Agency _____

ORDER DATE _____

Delivery Location (if different) _____

DUE DATE _____

Person Placing Order _____

Phone _____ Fax _____

Email Address _____

Authorized Approval
PRINCIPAL / DEPARTMENT HEAD / OTHER _____

MAILING

Please choose one:

Mail by: _____

YES Mail after: _____

Project Name: _____

Use attached originals for printing

Artwork on file at Reprographics

File(s) emailed to Reprographics *Please email files to repro_design@salkeiz.k12.or.us*

Other _____

JOB TYPE

Color Copies (up to 13"x19")

Posters/Banners:

B/W (up to 36" w)

Color (up to 42" w) SIZE _____

These jobs may require up to 5 working days. Add additional time if design or mailing is needed.

Coil Binding Carbonless Programs

Laminating Newsletters Booklets

Envelopes Notepads Note Cards

DESIGN

New Design

Revise Existing Design

Proof Required

Web Design

Fillable PDF

SEND A FINAL PDF TO USE FOR:

Email/Web/QAM

Printing

Special Design Instructions:

Quantity No. of Originals Copies printed: One-sided Two-sided As is

Paper/Color:

20# Text _____

60# Text _____

Cardstock _____

Gloss Text _____

Gloss Cover _____

Other _____

Print Color:

Full Color

Black Only

Spot color inks

1. _____

2. _____

3. _____


Bindery:

Fold to _____

3-hole punch

Collate

Staple

Saddle stitched 

Pad _____ sheets per pad

Coil Bind

Laminate (up to 36" w)

Cut _____ x _____

Additional Mailing Services:

Certified with Return Receipt

Expedited Mail Delivery (By end of next business day)

On-line tracking & delivery confirmation

Please detail other requests below.

Carbonless Forms:

2 part White/Yellow 4 part White/Yellow Pink/Gold

3 part White/Yellow Pink 5 part White/Green Yellow/Pink/Gold


Other (specify color order): _____


Finished Size:

8 1/2" x 11"


8 1/2" x 14"

11" x 17"

5 1/2" x 8 1/2" 

4 1/4" x 5 1/2" 

4" x 5 1/2" (Postcard Rate Eligible)

3 5/8" x 8 1/2" 

Other _____

Numbering:

Red Black

_____ to # _____

Package in _____

QUANTITY AFTER CUTTING

Special Instructions:

Envelopes:

#10 Regular

#10 Window

#9 Regular

A-2 (4 3/8" x 5 3/4") A-6 (4 3/4" x 6 1/2")

6"x9" 10"x13"

Special Instructions:

Return # extras

SCHOOL/DEPARTMENT ACCOUNT NUMBER		
ORGANIZATION	PRINT / MAIL OBJECT	PROJECT
	535500 / 535300	

↓ REPROGRAPHICS USE ONLY ↓

DATE	TID #	AMOUNT	IMPRESS	INIT.
		\$		