

AUSTIN ISD **PRINT SERVICES** PRINT ORDER

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WORK ORDER NUMBER

Account _____

Contact Person _____

Phone _____ FAX _____ Cell _____

Dept./School _____

Address _____

Building _____ Rm/Floor _____ **ZIP CODE** _____

AUTHORIZING BY: _____ Date _____

ORDER DATE	NEED BY DATE
Please send our job by. . .	
<input type="checkbox"/> Warehouse <input type="checkbox"/> Inter-Office Mail (<i>small jobs only</i>) <input type="checkbox"/> Call When Ready (to be picked up) <input type="checkbox"/> Courier Service (<i>Extra charge</i>) <input type="checkbox"/> Other _____	
<input type="checkbox"/> Proofed _____ <input type="checkbox"/> HOLD _____ <input type="checkbox"/> OK To Print _____	

QUANTITY	JOB NAME (<i>Tardy Permits, Program, Envelopes, Letterhead, Notepads, etc.</i>)		<input type="checkbox"/> Repeat, no changes <input type="checkbox"/> New, Typeset
# OF ORIGINALS/PAGES <small>(Copy Jobs)</small>	PAPER & COLOR		<input type="checkbox"/> Bond <input type="checkbox"/> Offset <input type="checkbox"/> _____ part NCR <input type="checkbox"/> Cover <input type="checkbox"/> Gloss
	COVER		
	INSIDE PAGES		SIDES <input type="checkbox"/> Front <input type="checkbox"/> Back

PAPER SIZES <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 5 1/2 x 8 1/2 (<i>1/2 page horiz.</i>) <input type="checkbox"/> 4 1/4 x 11 (<i>1/2 page vert.</i>) <input type="checkbox"/> 4 1/4 x 5 1/2 (<i>1/4 page 4 up</i>) <input type="checkbox"/> 11 x 17 (Tabloid) <input type="checkbox"/> 12 x 18 (bleed only) <input type="checkbox"/> 13 x 19 (bleed only)	STAPLE <input type="checkbox"/> CORNER <input type="checkbox"/> _____ <input type="checkbox"/> SADDLE <input type="checkbox"/> _____ DRILL <input type="checkbox"/> 3 HD <input type="checkbox"/> 2 HD <input type="checkbox"/> 1 HD COIL <input type="checkbox"/> _____ Size _____ PERF/SCORE <input type="checkbox"/> _____ <input type="checkbox"/> _____ FOLD <input type="checkbox"/> Half <input type="checkbox"/> Tri-Fold	NUMBER Start # _____ Stop # _____ <input type="checkbox"/> PAD <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> _____ <input type="checkbox"/> _____ INK COLOR <input type="checkbox"/> Black <input type="checkbox"/> Red 185 199 <input type="checkbox"/> Reflex Blue _____ <input type="checkbox"/> Maroon 221 <input type="checkbox"/> Green 354 <input type="checkbox"/> Violet _____ <input type="checkbox"/> Brown 471 <input type="checkbox"/> Orange <input type="checkbox"/> Other _____ <input type="checkbox"/> WILL PICKUP - CALL WHEN READY	
BINDERY/SHIPPING		Press/Copier: <input type="checkbox"/> Press <input type="checkbox"/> 751 <input type="checkbox"/> 1107 <input type="checkbox"/> Outside Vendor Outside Vendor _____ Name _____ Phone _____	
<input type="checkbox"/> SHRINK WRAP _____ Pgs of _____ <input type="checkbox"/> SHIP IN BOX <input type="checkbox"/> Even Stacks <input type="checkbox"/> Best Way <input type="checkbox"/> Mailroom			

ADDITIONAL INSTRUCTIONS

OFFICE USE ONLY	
Prev. #	Date
Date	
Operator	
Press/Copier	Plates
Qty Ran	
B&W Clicks	
Color Clicks	
Total Clicks	