



REPROgraphic SERVICES

A Division of WJUSD Business Services

DIGITAL PRINTING ORDER FORM

435 Sixth Street • Woodland, CA 95695
 (530) 406-3233 • FAX (530) 666-7039
 becky.juarezjed@wjusd.org

Please CHECK desired output or COMPLETE as necessary for accurate production on your order.

Site		Department & Program Name		Job Number	
Budget Code		-5703-0000		<input type="checkbox"/> PICK UP <input type="checkbox"/> DELIVER	
Requested By		Authorized By		Deliver To:	
Phone Number		Email			

PROJECT NAME/DESCRIPTION

MATERIAL / MEDIA PROVIDED
 Print from: Hard Copy Flash Drive/CD/DVD File Emailed File Name: _____

SAMPLE PROVIDED
 Hard Copy PDF None

TYPESET/LAYOUT/DESIGN

NUMBER OF ORIGINALS Enter Number of Pages: (2 sided original = 2 originals) B/W _____ COLOR _____ BLANK _____ TOTAL _____	QUANTITY Total Number of Finished Pieces _____
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PRINT REQUIREMENTS Paper Color TEXT _____ COVER / CARDSTOCK _____	Color Choices: White • Ivory • Tan • Salmon • Canary • Goldenrod • Green • Blue • Gray • Orchid • Pink • Cherry Brite Yellow • Brite Gold • Brite Orange • Brite Green • Brite Lime Green • Brite Pink • Brite Red • Brite Turquoise • Brite Blue • Brite Purple	Paper Size Choose From: <input type="checkbox"/> 8.5 X 11 <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 11 X 17	Print On <input type="checkbox"/> Front & Back <input type="checkbox"/> Front only <input type="checkbox"/> Add Blank Back Sheet	Ink Color <input type="checkbox"/> Black <input type="checkbox"/> Color <input type="checkbox"/> Both
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NCR FORMS 2 PART 3 PART 4 PART 5 PART Special Color Sequence: _____
 W / C W / C / P W/C/P/G W/GR/C/P/G

FINISHING OPERATIONS

Collate Do NOT Collate Add Slipsheets between sets
 DISTRICT-WIDE DISTRIBUTION: slipsheet in classroom quantities
 K-6 K-12 K-8

STAPLE

Top Left Landscape Book SaddleStitch

FOLD

Half Letter Z-Fold Double Parallel Other _____

CUT/TRIM Layout is: <input type="checkbox"/> 4-up <input type="checkbox"/> 2-up <input type="checkbox"/> 6-up <input type="checkbox"/> 3-up <input type="checkbox"/> Other	Finished Size _____ X _____ Yield: _____	DRILL <input type="checkbox"/> 3-hole <input type="checkbox"/> Other	PAD Sheets per pad <input type="checkbox"/> 50 <input type="checkbox"/> 100 Number of pads: _____
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Additional Information / Requirements



GROWING WITH YOU SINCE 1985!