

HAMPTON CITY SCHOOLS

PRINTING SERVICES

PRINTING SERVICES WORK ORDER

Job Number: _____

Title of Form or Publication:	Date of Request:
Requested By (Department):	Completion Date Requested:
Budget Code:	Date Received HCS Printing:
Authorized by:	Number of Copies: _____ Number of Pages: _____
<u>Name and Phone Number of Contact Person:</u>	<input type="checkbox"/> Revised form or publication. <input type="checkbox"/> New form or publication
PLEASE NOTE: ATTACH A COPY OF THE ITEM TO BE PRINTED TO THIS WORK ORDER!	NOTES: _____ _____ _____

NOTE: If you have not received notice that your printing request is ready within ten (10) working days, please call 727-2080 or 727-2079 to check on the job status!

PRINTING MAY BE PICKED UP MONDAY - FRIDAY 7:30 a.m.- 11:30 a.m. and 1:30 p.m. - 3:30 p.m.

PRINTING:

- Front Only
- Front and Back
- As per Sample

Other/Specify: _____

INK:

- As per sample
- Black
- Blue
- Red
- Green
- Other: PMS # _____

PAPER

- Letterhead
- Envelope(circle one)
Regular / Window
Other: _____

- Bond Paper (circle one)
White / Color: _____

- Index (Card Stock) (circle one)
White / Color _____

- Cover stock (specify color and specs.)

Carbonless (specify)

- 2 part 3 part 4 part 5 part 6 part

BINDERY

- Collate
- Staple
- Fold
- 3 Hole Punch
- Pad
- Cut
- Other/Specify

**Send completed forms by fax or email to:
727-2078 or mwood@hampton.k12.va.us**