CCSD GRAPHIC ARTS CENTER WORK REQUEST

GD ☐

Attach previously printed sample or copy with request. *Shaded areas for Graphic Arts Center use only.*

LOG NUMBER		DATE REC.		MACHINE
WORK DESCRIPTION				FILE #
QUANTITY NEEDED	NO. OF ORIGINALS	❑ 1 SIDE	❑ 2 SIDES	DATE NEEDED
SCHOOL/DEPARTMENT	LOC. #	CONTACT PERSON (PLEASE PRINT)		PHONE & FAX NUMBER

COMPLETED MATERIAL WILL BE HELD FOR PICK-UP 3 DAYS PRIOR TO SHIPPING:

BOND
- ❑ WHITE
- ❑ Blue
- ❑ Buff
- ❑ Canary
- ❑ Gold
- ❑ Gray
- ❑ Green
- ❑ Ivory
- ❑ Pink
- ❑ Salmon
- ❑ Tan
- ❑ Other _____

INDEX
- ❑ WHITE
- ❑ Blue
- ❑ Buff
- ❑ Canary
- ❑ Gold
- ❑ Gray
- ❑ Green
- ❑ Ivory
- ❑ Pink
- ❑ Salmon
- ❑ Tan

CARBONLESS
- ❑ 2 Part – White/canary
- ❑ 3 Part – White/canary/pink
- ❑ 4 Part – White/canary/pink/gold
- ❑ 5 Part – White/green/canary/pink/gold

INKS *(Newsletters Only)*
- ❑ 1/1
- ❑ 2/1
- ❑ 2/2
- ❑ 3/1
- ❑ 3/2
- ❑ 3/3

PAPER SIZE
- ❑ Letter (8-1/2 X 11)
- ❑ Legal (8-1/2 X 14)
- ❑ 11 X 17
- ❑ Tabloid (17 X 22)
- ❑ Other_____

VARIABLE DATA
- ❑ Newsletter Database
- ❑ Special Database
- ❑ Permission Letter Attached
- ❑ Mailroom Approval Attached

BINDERY

- ❑ Collate ❑ Uncollate
- ❑ Staple (1 Upper Left)
- ❑ Side Stitch (2 Left Side)
- ❑ Saddle Stitch (Booklet)
- ❑ 3 Hole Drill
- ❑ Trim To Size ____x____
- ❑ Pad Top ❑ Pad Left
- ❑ Fold (Attach Sample)
- _____
- ❑ Tape Bind
- ❑ Gbc Bind
- ❑ Spiral Bind
- ❑ Acco Bind
- ❑ Addressing/mailing
- ❑ Distribute
- ❑ Package ___ Per Package
- ❑ Shrink Wrap
- ❑ Bundled

WHITE – GAC COPY **YELLOW** – SHIPPING COPY **PINK** – FILE COPY **GOLD** – CLIENT COPY

DISTRIBUTION: _____

SHIP TO:_____ LOC CODE: _____

PICK-UP BY: _____

SPECIAL INSTRUCTIONS: _____

_____

❑ 10% Discount ____
(For Graphic Arts Center Use Only)

PROVIDE ONE:

COST CENTER	WBS

GRANT/INTERNAL ORDER	FUNCTION (GRANT ONLY)

_____
AUTHORIZED SIGNATURE
(DIVISION HEAD/DESIGNEE OR SCHOOL SITE ADMINISTRATOR)

CCSD CLARK COUNTY SCHOOL DISTRICT

MACHINE	DATE PRINTED	OPERATOR	TOTAL IMPRESSIONS	1-SIDE	2-SIDES

• PAPER •

QUANTITY	SIZE	TYPE/COLOR/WEIGHT

• PLATES •

TYPE _____

QUANTITY _____

COST _____

• INK •

(LIST ALL COLORS INCLUDING BLACK)

1ST SIDE _____

2ND SIDE _____

TOTAL COLORWASHES _____

4-COLOR SET UP _____

• JOB ESTIMATE •

_____

• BINDERY (ENTER QUANTITIES) •

BOOKLETS _____ **inline** _____ **offline** ____

FOLDED SHEETS (EXCLUDES BOOKLETS)/PERF. _____

STAPLES (EXCLUDES BOOKLETS) _____

PACKAGES: SW _____ **BUNDLED** _____

PADS: FULL SHEET _____ **1/2 SHEET** _____

1/3 SHEET _____ **1/4 SHEET** _____

HOT TAPE BINDING _____ **ACCO BINDING** _____

GBC BINDING: 1/4" - 1/2" _____ **9/16" - 2"** _____

SPIRAL BINDING: ≤16mm _____ **≥18mm** _____

ADDRESSING/MAILING _____ **STUFFING (# OF ENV'S STUFFED)** _____

HAND BINDERY (1/4 HR.) _____ **OVERTIME (1/4 HR.)** _____

SUBCONTRACTING _____

COLOR COPY CHARGES _____

• MISCELLANEOUS •

_____

_____

DATE SHIPPED _____ **OPERATOR** _____ **WHSE.** _____ **MAIL** _____ **GAC DELIVERY** _____ **PICK UP** _____

GAC 7500