



Ocean View School District

Reprographics Department
Building E. Extension 1116/1117



REPROGRAPHICS SERVICES REQUEST FORM

Please fill out all areas that apply

Date in: _____		**Required** Dated Needed by: _____		Job Title: _____	
No. of Copies/Packets Needed: _____ <small>(For notepads see below under cutting/padding)</small>	Page Size	Choose one	Paper	NCR	
	<input type="checkbox"/> 8 ^{1/2} x 11 <input type="checkbox"/> 8 ^{1/2} x 14 <input type="checkbox"/> 11 X 17	<input type="checkbox"/> Black Print <input type="checkbox"/> Color Print	<input type="checkbox"/> Regular <input type="checkbox"/> Cardstock	<input type="checkbox"/> 2 Part <input type="checkbox"/> 3 Part <input type="checkbox"/> 4 Part	
Paper Color	<input type="checkbox"/> 1-sided Original to 1-sided Copy (1-1 Sided Sheet)	<input type="checkbox"/> 1-sided Original to 2-sided Copy (1-2 Sided Copy)	<input type="checkbox"/> 2-sided Original to 2-sided Copy (1-2 Sided Copy)	<input type="checkbox"/> EACH PAGE GROUPED	<input type="checkbox"/> Collated in Order
<input type="checkbox"/> White <input type="checkbox"/> Pastels <input type="checkbox"/> Brights					

Bindery & Finishing

Staple Position <input type="checkbox"/> Portrait 1 Staple <input type="checkbox"/> Landscape 1 Staple <input type="checkbox"/> 2 Staples on left Side <input type="checkbox"/> Booklet 11 x 17 Folded & Stapled	Drilling <input type="checkbox"/> 3 Holes <input type="checkbox"/> 2 Holes	Binding <input type="checkbox"/> Coil	Covers <input type="checkbox"/> Front <input type="checkbox"/> Back Paper Color: _____ <input type="checkbox"/> Regular <input type="checkbox"/> Cardstock <input type="checkbox"/> Clear Plastic	Folding <input type="checkbox"/> Fold in Half <input type="checkbox"/> Letter Fold <input type="checkbox"/> Z Fold	Cutting Draw Lines SAMPLE 	Padding <input type="checkbox"/> Top <input type="checkbox"/> Side Pages x Side: _____ Total Pads: _____
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Account Number: _____ - 5715	Additional Information: _____ _____ _____
Copies will not print better than original, documents must be camera ready, must have clean white originals without staples, bindings or post-its, order must be received 7 days in advance. (Bindings a few days longer)	

Requested By: _____	Ext: _____	School/Department: _____
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I am aware of the Copyright Guidelines and certify that the above request is not and will not be used in violation of Copyright laws.	Total \$: _____	Questions? Call ext. 1116/1117 Received @ Repro: _____
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