

PRINTING SERVICES

The function of the District Print Shop is to provide service to sites by printing materials needed to supplement classroom curriculum; to support the educational program by producing requested materials and information in a timely manner; and to provide a cost effective method for District sites, and departments to reproduce quantities of information, materials, worksheets and booklets.

Complete the Printing Requisition and send to the Purchasing Department with the original document (paperclip DO NOT STAPLE). If insufficient information is provided, if the document to be reproduced is too light or dark, or if the item cannot be handled by our printing equipment, it will be returned to you with an explanation.

If the document needs to be sent out to a printing service, a Purchase Order must be secured prior to processing by an outside printer.

Site/department will receive completed print projects with the Printing Requisition which will reflect the cost. Budgets will be charged internally by the Accounting Department.

CARLSBAD UNIFIED SCHOOL DISTRICT
Printing Requisition

Print Req. No. _____

Description (Title, etc) _____

Site/Dept _____ Ordered By _____ Deliver To _____

Budget Number _____

Authorizing Signature _____ Date _____ Date Needed _____

Print Instructions

No. of copies needed: _____ No. of original pages to be copied: _____ Back to Back? Yes No

Color of Bond Paper _____ Front Cover Back Cover Color of Cover Stock _____

Finished Size:	8 1/2 x 11 _____	Bindery: Binding (Comb) _____	Letter Fold _____
	8 1/2 x 14 _____	Binding (Spiral) _____	Laminated _____
	5 1/2 x 8 1/2 _____	1 Staple upper left _____	Package separately _____
	4 1/4 x 5 1/2 _____	2 Staples _____	Cut _____
	11 x 17 _____	3 Staples _____	Two Color Ink _____
		Saddle Stitch _____	Color one _____
NCR:	2-part _____	Pad _____	Color two _____
	3-part _____	3 Hole Punch _____	Other _____
	4-part _____	2 Hole Punch _____	
	5-part _____	Half Fold _____	
	6-part _____		

Special Instructions (packaging etc.) _____

Charges - For Print Shop Use Only

Start Time _____ Stop Time _____ Total Time _____ Labor Charge \$ _____
 (Must be stated in 5 minute increments)

_____	x _____	% of Labor charge for Bindery = \$ _____
Purchasing Approval _____	_____	Paper _____ = \$ _____
	_____	Cover _____ = \$ _____
	_____	Plates _____ = \$ _____
	_____	Supplies _____ = \$ _____
Job picked up by _____		SUBTOTAL = \$ _____
Date _____	<input type="checkbox"/>	25% RUSH Charge = \$ _____
		TOTAL = \$ _____