

Job Title: \_\_\_\_\_

Invoice #: \_\_\_\_\_  
*For Print Shop Use Only*

SCHOOL DISTRICT of UNIVERSITY CITY - Communications and Community Outreach

# Print Shop Order Form

314/290-4001 • communications@ucityschools.org  
8136 Groby Road, University City, MO 63130

Date Submitted: \_\_\_\_\_

Date Required: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_

Location: \_\_\_\_\_

Email: \_\_\_\_\_

Approved By (Signature Required): \_\_\_\_\_

Cost Center #: \_\_\_\_\_

**All copyrighted material sent without proper authorization/permission attached will be returned UNCOPIED.**

Digital Printing:     Black/Greyscale     Color     Color Laser (in CCO)

No. of Originals/Masters: \_\_\_\_\_ No. of Copies of each Master: \_\_\_\_\_ or Final Pieces: \_\_\_\_\_  
*(Each side is counted as one original master.)*

Size:     Ltr (8 1/2 x 11)     Lgl (8 1/2 x 14)     Ldg (11 x 17)     Other (Specify: \_\_\_\_\_ )  
*(Note: Posters are typically Ldg size. Paper banners 12x40 are printed in Communications office.)*

Stock:     Text     Cover     Other \_\_\_\_\_    Paper Color: \_\_\_\_\_

Sided:     One     Two     Combo (Specify: \_\_\_\_\_ )

Front Cover: Stock \_\_\_\_\_ Color \_\_\_\_\_     Outside Only     Inside Only     Both

Back Cover: Stock \_\_\_\_\_ Color \_\_\_\_\_     Outside Only     Inside Only     Both

Staples:     Upper left     Two on left     Saddle-stitch     Other (Specify: \_\_\_\_\_ )

Trim:     1/2     1/4     Other (Specify: \_\_\_\_\_ )     3-hole Punch

Fold :     1/2     1/3 Letter     1/3 Z     Other (Specify: \_\_\_\_\_ )     Score

Other special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wednesday Backpack must be preapproved by CCO

Delivery:     Will Pick Up in McNair Communications Office  
               Deliver to (Specify: \_\_\_\_\_ )

|                      |          |
|----------------------|----------|
| Billed Cost \$ _____ |          |
| _____                | _____    |
| shipped              | initials |