

# Print Request Form—Internal

(District 15, C.A.R.E., Foundation)

Community Consolidated  
 School District 15  
 Reprographics Department  
 847-963-3064  
 e-mail: nyczajk@ccsd15.net



<b>Name:</b>		<b>Location:</b>	
<b>Phone/E-mail:</b>			
<b>Document name/Description:</b>			
<b>Date submitted:</b>		<b>Date needed:</b>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <i>(Please no ASAP)</i>
<input type="checkbox"/> I will pick up on requested date. <input type="checkbox"/> Please put in intradistrict mail for delivery. <input type="checkbox"/> Please notify me when completed for pickup.			

<b>Total number of sheets submitted:</b> <i>(Please provide camera-ready copy. Copy may be submitted electronically. High resolution print-ready PDF is best.)</i>		<b>Number of copies/sets requested:</b> <i>(you are billed by the number of impressions)</i>	<input type="checkbox"/> Copies / <input type="checkbox"/> Sets
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<i>(indicate paper choice):</i>	Black Ink Copies			Full-Color Copies	
	<input type="checkbox"/> White Paper 20#	<input type="checkbox"/> Colored Paper 20#	<input type="checkbox"/> Cardstock 65#	<input type="checkbox"/> White Paper 20#	<input type="checkbox"/> Cardstock 65#
<input type="checkbox"/> 8.5x11 letter	<input type="checkbox"/> 1.5¢ per impression	<input type="checkbox"/> 1.5¢ per impression	<input type="checkbox"/> 2¢ per impression	<input type="checkbox"/> 35¢ per impression	<input type="checkbox"/> 37¢ per impression
<input type="checkbox"/> 8.5x14 legal	<input type="checkbox"/> 2¢ per impression	<input type="checkbox"/> 2¢ per impression	NA - Not available	<input type="checkbox"/> 37¢ per impression	<input type="checkbox"/> 39¢ per impression
<input type="checkbox"/> 11x17 tabloid	<input type="checkbox"/> 3¢ per impression	NA - Not available	NA - Not available	<input type="checkbox"/> 38¢ per impression	<input type="checkbox"/> 40¢ per impression

**Paper Color:** *(choose one)*

White       Blue       Green       Salmon       Yellow  
 Goldenrod       Pink       Buff *(NA in cardstock)*       Other *(must be supplied)*

**Finishing:** *(hand finishing is not available)*

Single-sided copies       Double-sided copies       Collate       Slip sheets  
 Staple (single)       Staple (double)       3-Hole Punch       Tape bind 30¢ each  
 Fold *(attach sample, machine folding only)*       Index Tab Sets *(provide sample, tab copy, and tabs)*  
 Cut *(attach sample)* Total copies/sets after cutting: \_\_\_\_\_       Archive *(for future retrieval)*       Create PDF *(e-mailed to you)*

**Special:**

5.5x8.5 signature book *(folded & stapled)*       11x17 signature book *(folded & stapled)*       Envelope 4¢ each  
 NCR 2-part 9¢ per set       NCR 3-part 10¢ per set       NCR 4-part 11¢ per set       NCR 5-part 12¢ per set

**Special instructions/Other information:** *(ex: cover on different paper, full color covers only, folding, etc.)*

**Proof Requested** *(The contact listed above will be notified when proof is available.)*

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<b>Approval Signature:</b> <i>(signature implies document has been reviewed)</i>	
<b>Billing/Account No.:</b>	