

PRINT SHOP BLANK PAPER AND BLANK ENVELOPE ORDERS506-1340 (office)
506-1590 (fax)

Please fill out form COMPLETELY

PLEASE PRINT**GENERAL INFO****THIS FORM IS FOR PAPER AND ENVELOPE ORDERS ONLY - NO PRINTING**

Today's Date: _____ Date paper needed: _____ (Date must be filled in to be processed)

Building/Dept: _____ Budget Code: _____ - 383 - _____

Contact Name: _____ Phone: _____
First and Last Name - PLEASE PRINTPlease FAX orders to **506-1590** or email form to **printshop@ahschools.us**

We require a 24-hour turnaround on most orders. Speciality papers or special size orders may take longer.

Paper size & weight: 8.5x11 (letter) and 11x17 (tabloid). Please order quantity by the **ream** or **sheet** for orders smaller than a ream.Please specify paper weight. **Regular Weight = 500 sheets/ream** **Cardstock Weight = 250 sheets/ream****Envelope sizes stocked:** A2* Envelopes (invitation) = 250 envelopes/box #10* Envelopes (letter) = 500 envelopes/box**Paper/envelope color:** Paper colors may be downloaded or viewed at anoka.k12.mn.us/printshop**PAPER AND ENVELOPE ORDERS**☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ Regular ☐ Cardstock Size: _____ Color: _____ Quantity: _____☐ A2* Envelope ☐ #10* Envelope Color: _____ Quantity: _____☐ A2* Envelope ☐ #10* Envelope Color: _____ Quantity: _____**For return address envelopes please use print request form.**8.5x11 Pre-printed certificates with border: ☐ White ☐ Natural ☐ Pewter ☐ Champagne Quantity: _____

Special instructions: _____

PRINT SHOP USE ONLY – SHIPPING INFORMATION☐ District Truck ☐ Delivered
☐ Mail Truck ☐ Other
☐ Shelf _____☐ Pickup
☐ Dock
☐ OfficeNumber of Boxes: _____
_____Date: _____
Cost: _____