

763-506-1340

Job # \_\_\_\_\_

763-506-1590 (fax)

printshop@ahschools.us

ahschool.us/printshop

## 2019-2020 PRINTING AND GRAPHICS FORM

**GENERAL INFO**

Today's Date: \_\_\_\_\_ Printed Project Completion Date: \_\_\_\_\_

Building/Dept: \_\_\_\_\_ Budget Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 383 - \_\_\_\_\_

Description: \_\_\_\_\_  New  Revised  Per Sample

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
First and Last Name - PLEASE PRINT

**DESIGN**

Proofing Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
First and Last Name - PLEASE PRINT

Electronic file saved:  Disk/Flash Drive  District Wide Server - **Printshop Dropbox**  
 E-mailed to:  Ron H.  Julie W.  Roni C.  Elaine G.  Missy H.  Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**PRINTING**

Quantity Needed: \_\_\_\_\_  1 sided  2 sided Finished Size: \_\_\_\_\_

**PAPER** Color:  White  Color: \_\_\_\_\_ **INK COLOR**  Full Color  \_\_\_\_\_  
 Weight:  Regular  Cardstock  Other: \_\_\_\_\_  Black  \_\_\_\_\_

**POSTER**

Quantity Needed: \_\_\_\_\_ Size:  11x17  18x24  24x36  36x48 Other: \_\_\_\_\_  
See webpage for pricing - [ahschools.us/printshop](http://ahschools.us/printshop)

**PAPER:**  Matte (cardstock)  Gloss (heavy weight)  Tyvek (banner)  Laminate (small quantities only)

**FINISHING**

**Collate**  Collate (i.e.: 1, 2, 3; 1, 2, 3; 1, 2, 3; etc...)  Collate, Staple  Collate, Staple, Fold

**Folding**  Fold Letter  Fold Half  Other \_\_\_\_\_

**Binding**  Spiral  Staple  Unibind  Other \_\_\_\_\_

**Mark**  50 sheets  100 sheets  Other \_\_\_\_\_

**Pad**  50 sheets  100 sheets  Other \_\_\_\_\_

**Breakdown**  Distribution list provided  Other \_\_\_\_\_

**Other**  Trim (finished size) \_\_\_\_\_  Drill  3 hole punch  Perforate  Score

Special Instructions: \_\_\_\_\_

**DELIVERY**

**CALL FOR PICKUP** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
First and Last Name - PLEASE PRINT

**SHIP TO** Name: \_\_\_\_\_ Building: \_\_\_\_\_  
First and Last Name - PLEASE PRINT

**INSTRUCTIONS - HOW TO USE ELECTRONIC FORM**

- **DOWNLOAD FORM TO YOUR DESKTOP.**
- Open form in **Adobe Acrobat Reader**. You must use Acrobat Reader for info to save properly. If you do not have Reader contact your tech person.
- Type in information.
- **SAVE AS** and save **pdf** as description name.
- **Email** completed form to [printshop@ahschools.us](mailto:printshop@ahschools.us) or fax to 763-506-1590.
- Attach any additional files with this form in your email.
- You will receive a confirmation email within 24 hours of submitting request.

**PRINT SHOP USE ONLY – SHIPPING**

<input type="checkbox"/> District Truck	<input type="checkbox"/> Pickup	Date: _____
<input type="checkbox"/> Mail Truck	<input type="checkbox"/> Dock	
<input type="checkbox"/> Shelf	<input type="checkbox"/> Office	Cost: _____
<input type="checkbox"/> Delivered	Number of Boxes: _____	
<input type="checkbox"/> Other _____	_____	