TUSD PRINT SHOP Special Billing

(520) 225-5437 Ph. (520) 225-5307 FAX | 325 N. Euclid, P.O. Box 40400, Tucson, AZ 85719
Website: http://instech.tusd.k12.az.us/~print/index.html Click HERE for info regarding Electronic Files

FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED TO PROCESS WORK ORDER.

PS Job #: (PS USE ONLY)

*CUSTOMER: Supervisor Richard Elías

*DATE NEEDED: 6/30/2016 AM/PM

*CONTACT PERSON: Caitlin Jensen *PHONE: 520-724-8126 FAX:

*DESCRIPTION: Elias District 5 Pull Up Banner TUSD Form #:

PO#

Check # Make checks payable to "TUSD Print Shop"

TOTAL AMOUNT: (Print Shop will Price) $93.50

*FINISHED SIZE: 33" x 81"

*QTY. ORDERED: 1

☐ PADS OF: SHEETS/SETS

*# ORIGINALS: RETURN? ☐

*FILES: ☐ E-MAILED TO: ☐ UPLOADED DATE SENT:

FILENAME:

☐ Microsoft Publisher ☐ Microsoft Word ☐ Microsoft Excel ☐ Adobe InDesign ☐ Adobe Illustrator ☐ Adobe Pagemaker ☐ PDF Mac OS and Windows 2000-XP files only!

Please PACKAGE your files with all necessary FONTS and GRAPHICS. Visit the Print Shop Website for instructions regarding Electronic Files.

*SPECIFICATIONS: PAPER/STOCK: Vinyl PAPER COLOR: White

*COPIER: B&W: ☐ COLOR LASER: ☐ ENLARGE? ☐ REDUCE? ☐

PRINT SINGLE-SIDED: ☐ DOUBLE-SIDED: ☐ SINGLE & DOUBLE-SIDED: ☐

SLIPSHEET SECTIONS: ☐

Please remember to attach your HARD COPY, CAMERA READY originals and/or SAMPLES and specify the FINISHED SIZE of your job

*PRESS: (4-COLOR JOBS SPECIFY CMYK)

SPECIFY PANTONE SPOT COLORS:

INK COLOR #1:

INK COLOR #2:

INK COLOR #3:

INK COLOR #4:

*WIDE FORMAT: (JOBS 13"x19" AND LARGER) GROMMETS FOR VINYL ONLY, NO CHARGE

POSTER: ☐ BANNER: ☐ *ENLARGE? ☐

COLOR: ☐ OR B&W: ☐

Enlargements require HIGH QUALITY files for best results

NOTES:

*BINDERY: STAPLE: ☐ ☐ ☐ ← OTHER STAPLE (please mark)

COLLATE: ☐

CUT TO SIZE: ☐

HOLE PUNCH: ☐ ☐ ☐ ← OTHER HOLE PUNCH (please mark)

†BLEEDS: ☐ (1/8" min.)

†Artwork with bleeds MUST extend at least 1/8" beyond BLEED area AND include CROP marks!

☐ FOLD ½: ☐ Z-FOLD: ☐ LETTER FOLD/(TRI-FOLD):

☐ NEWSLETTER FOLD: (11"x17" → 8.5"x5.5") ☐ OTHER FOLD:

*OTHER BINDERY: (please mark all that apply)

☐ TABBED ☐ NUMBER ☐ PERFORATE ☐ SHRINKWRAP

☐ LAMINATE ☐ SCORE ☐ SPIRAL COLOR:

☐ PAD ☐ STUFF → PLASTIKOIL: ☐ GBC: ☐

NOTES: Allegra

(FOR PRINT SHOP USE ONLY - DO NOT WRITE IN THE BELOW SHADED AREA)

RECEIVED BY PRINT SHOP:

PREPRESS/DESIGN:

☐ D.T.P. CHARGES: HOURLY RATE APPLIED PROOF: OUT: OK'D

VENDOR CHARGES:

PRESS/COPIER/WIDE FORMAT:

☐ Press ☐ Copier ☐ Color Copier ☐ Wide Format # Plates:

PAPER #1: Stock Color Shts Size & Weight IMPs

PAPER #2: Stock Color Shts Size & Weight IMPs

✓ Print/Copy Completed:

BINDERY/FINISHING:

Finished:

# of pkgs.: # of boxes:

Notes:

Initial:

*CUSTOMER DELIVERY OPTIONS

Mail ☐ Customer Pick-Up ☐

Date/Time Called:

Received by: X (sign here)

Date A.M./P.M.

Send ALL copies of work order to Print Shop - a copy will be returned with Total Amount entered.

JUN 29 2016