

# PRINT & COPY ORDER

# PUBLICATION SERVICES

Mukilteo School District • 425-356-2200

SCHOOL/ DEPARTMENT	Phone / Extension	DATE OF REQUEST	DATE NEEDED	TRACKING NUMBER
SUBMITTED BY:				

NAME OF COPY REQUEST	Account Code to Bill
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No. Of Originals	Quantity per Original	Print/Copy <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided	DELIVERY INSTRUCTIONS <input type="checkbox"/> DISTRICT MAIL <input type="checkbox"/> OTHER
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<b>SIZE</b> <input type="checkbox"/> 8½ x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other	NOTES
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

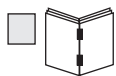
<b>PAPER</b> <input type="checkbox"/> White <input type="checkbox"/> NCR <input type="checkbox"/> 2 PART <input type="checkbox"/> 4 PART <input type="checkbox"/> 3 PART <input type="checkbox"/> 5 PART	
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<input type="checkbox"/> Other	
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**CUT** \_\_\_\_\_

**PAD** at \_\_\_\_\_ sheets per pad \_\_\_\_\_

**3 HP**    **OTHER** \_\_\_\_\_

**STAPLE**            

**BINDING**    TAPE    COMB    Plastic COIL

**FOLDING**    SINGLE     DBL PARALLEL 

(Please Supply Folding Dummy)

**LETTER**     **Z FOLD** 

SHADED AREA FOR OFFICE USE ONLY	
JOB NUMBER	PAPER
DATE COMPLETED	PAPER COST
IMPRESSIONS	<input type="checkbox"/> 6100 <input type="checkbox"/> 385
IMPRESSION COST	<input type="checkbox"/> 120 <input type="checkbox"/> 9910
OTHER COST	<input type="checkbox"/> 350
@	OPERATOR

DISTRIBUTION: WHITE- SEND TO PUBLICATIONS ALONG WITH ORIGINALS / MOCKUP / SAMPLE  
 CANARY - ORIGINATORS COPY