



Print Order Form

PLEASE COMPLETE IN FULL. QUESTIONS? CALL 800-450-2732

Date Ordered _____ Due Date _____

Name _____

Bill To _____

Ink: All Black Full Color

Paper Size:

8.5"x11" 8.5"x14" 11"x17" 12"x18"

Paper Color:

White

Blue

Solar Yellow

Grey

Pink

Gamma Green

Ivory

Orange

Rocket Red

Buff

Yellow

Cosmic Orange

Goldenrod

Green

Lift-off Lemon

Bright Blue

Re-entry Red

Orchid

Celestial Blue

Specialty Papers _____

Job Specifications

Printed: One Sided Two Sided

Number of Originals/Pages _____

(double sided counts as two pages)

Paper Weight:

24lb - Letterhead/Stationary weight

28lb - Brochures and Presentations, excellent for 2-sided printing with minimal show through.

65lb cover - Great for postcards, menus, posters

80lb - Cover & Vellum, perfect for covers, menus, certificates

90lb - 110lb - Index, common for tabs, dividers, posters.

Finishing:

Fold Half fold Tri fold Z fold

Laminate 3-hole Punch Cut

Staple Upper Left 2-Left Saddle

Bind Coil Comb Velo Pad

Specialty Items:

Business Cards

80lb cover (order in sets of 10) _____ sets

Glossy Matte

Note Pads

Full 8.5"x11" Half 4.25"x11" Quarter 4.25"x5.25"

50 sheets 100 sheets Portrait Landscape

Notes or further instructions: _____

AUTHORIZED BY: _____

DATE: _____

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Email orders to: printshop@ncesd.k12.or.us
(800) 450-2732 ext 144

PRINT CENTER USE ONLY

Total Impressions: _____

Total Cost: _____