

FEDERAL USE ONLY

Approved by: _____

PRINT SHOP REQUISITION



LAFAYETTE

PARISH SCHOOL SYSTEM

Phone: 337-521-7332

113 Chaplin Dr. Lafayette, LA 70501

PRINT SHOP USE ONLY

Invoice# _____

Quote:\$ _____ By _____

C _____ R _____

Date of Request: _____ Date Required: _____ #of Copies _____

School / Department: _____ Requested By _____

Phone#: _____ Acct# _____ SCH CK# _____

Description: _____

PRINTING INSTRUCTIONS

(PLEASE MAKE APPROPRIATE SELECTIONS FROM CHOICES BELOW)

NUMBER OF ORIGINALS

- Print Front Only _____
- Print Front&Back _____

PAPER SIZE

- 8 1/2 x 11 Letter
- 8 1/2 x 14 Legal
- 11 x 17
- Other _____

PAPER CHOICE

- Regular
- Cardstock
- Letterhead
- NCR
- Envelopes
- Parchment
- Hopper Hots

PAPER COLOR

- White
- Yellow
- Blue
- Green
- Ivory
- Pink
- Gray

OTHER SERVICES

- Color Ink
- Laminating
- Spiral Binding _____
- Collating
- Cutting
- Folding
- 3 Hole Punch
- Shrink Wrap# _____
- Scoring
- Perforate
- Stapled 1 Or 2
- Glue
- Numbering

NCR

- 2PT _____ UP
- 3PT
- 4P
- 5PT
- 6PT

HOPPER HOTS COLOR

- Red
- Blue
- Green
- Gold
- Orange
- Purple
- Pink
- Yellow

CARDSTOCK COLOR

- White
- Yellow
- Blue
- Green
- Ivory
- Pink
- Gray

ENVELOPES

- # 10 Regular
- # 10 Windows
- _____ Typeset

Special Instructions: _____

PRINTER INFORMATION

DATE COMPLETED _____ COMPLETED BY: BETTY RICK BILL JAMI EQUIPMENT A B C 7086 P

BINDERY INFORMATION

DATE COMPLETED _____ COMPLETED BY BETTY RICK BILL JAMI CALLED _____

RECIPIENT INFORMATION

RECEIVED BY _____ DATE _____

PLEASE SUBMIT YOUR REQUISITION **2 WEEKS** BEFORE DATE REQUIRED!
JOB **WILL NOT BE COMPLETED UNLESS ACCOUNT IS SHOWN ABOVE.**