

Print Shop Use Only				
Job #				
Completed			by	
Cost:	Each	Total		
Delivered			by	

PRINT SHOP ORDER FORM

· · · · · · · · · · · · · · · · · · ·	orders, please call 801-826-5405 or 801-826-5516. o printshop@canyonsdistrict.org
School or Department:	Fund Location Program Function Object
Ordered/Authorized by:	
Admin. Signature:	
PRINTING INSTRUCTIONS	
Name or Description of Job:	
Number of Copies Needed:	
3 Type of Paper:	4 Paper Colors 5 Paper Size
White Text	(Refer to online color)8 1/2 x 11
Pastel Text	8 1/2 x 14(Legal) 11 X 17
Bright Text	13 X 19
Bright Cardstock	
White/Pastel Cardstock	6 Copy Request: 7 Print on:
Photo White Text	Black/White One Side
Photo White Cardstock	Color Both Sides
	Per Sample Provided
2 Part NCR 3 Part NCR —	4 Part NCR
FINISHING INSTRUCTIONS	
8 Check any that apply:	
Sort: Staple:	Fold: Bind: Misc:
Collate Corner	Half-Fold 3 Hole Punch
OR 2 on Side	(top to bottom) Coil Pads
Stack Booklet	Letter Fold Fan aparts (NCR)
ADDITIONAL INSTRUCTIONS AND POSTERS	(PUT YOUR SIZE HERE)
9	
DATE NEEDED/DELIVERY INSTRUCTIONS	
Date Received:	Date Order is Due:
Call When Ready	Send in Inter-District Mail