|  |  |  |
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| **DUBUQUE COMMUNITY SCHOOLS** | **PRINT CENTER WORK ORDER** | **SECTIONS 1 and 2 are REQUIRED for processing.** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SECTION 1:** REQUIRED | **JOB NAME:** | **DATE ORDERED:** | **COPYRIGHT NOTICE:** | **BUILDING:** | **DATE NEEDED:** |
|  |  |  | The user submitting this work order is responsible to ensurecopyright law compliance. |  |  |
|  | Description of originals submitted. |  |  |  |  |
|  | **# PAGES:** | **# COPIES:** | **APPROVED BY ADMINISTRATOR:** | ***Is material copyrighted?*** | **SUBMITTED BY:** | **PHONE:** |
|  |  |  |[ ]  Yes, this work order is approved by my building administrator. |[ ]  Yes |[ ]  No |  |  |
|  |  |  |  |  | ***If yes, permission to copy?*** |  |  |
|  | Not required for lamination jobs. | The user submitting this work order is responsible for obtaining approval. |[ ]  Yes, I have permission. | Print name to ensure delivery. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SECTION 2:** REQUIRED | **JOB TYPE:** |[ ]  **white or color****(SEE SECTION 2A)** |[ ]  **carbonless****(SEE SECTION 2B)** |[ ]  **transparency****(SEE SECTION 2C)** |[ ]  **large format****(SEE SECTION 2D)** |[ ]  **lamination only****(SEE SECTION 2E)** |
|  |  | **SECTION 2A:****WHITE OR COLOR** |  |  | ***Complete each section below.*** |  |  | **SECTION 2B:****CARBONLESS** |  |  | **SECTION 2D:****LARGE FORMAT** |  |
|  |  |  |  |  | **FINISHING:** |  |  |  |  |  |  |  |
|  |  |  |  |  | ***Collate Options:*** |  |  |  |  |  |  |  |
|  |  | ***Print Sides:*** |[ ]  **one** |[ ]  **both** |[ ]  **as is** |  |  |[ ]  none (111/222/333) |  |  | ***Complete each section below.*** |  |  | ***Complete each section below.*** |  |
|  |  | If applicable, indicate in the “Pages” column below:**COVER and INSIDE** for booklet ordersOR**specific PAGE #S** for other collated orders |  |  |[ ]  collate (123/123/123) |  |  | **PAPER TYPE:** |  |  | **PAPER TYPE:** |  |
|  |  |  |  |  | ***Staple Options*** |  |  |[ ]  2-part carbon |  | **$** |[ ]  matte (indoor) |  |
|  |  |  |  |  |[ ]  none |  |  |[ ]  3-part carbon |  | **$** |[ ]  heavy duty (outdoor) |  |
|  |  |  |  |  |[ ]  corner staple |  |  |[ ]  4-part carbon |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **LETTER SIZE (8.5x11) OPTIONS:** |  |  |[ ]  two side staples |  |  |  |  |  | **JOB SIZE:** |  |
|  |  | ***Paper Color:*** | ***Ink:*** | ***Regular / Pages:*** | ***Cardstock / Pages:*** |  |  |[ ]  saddlestitch |  |  | **FINISHING:** |  |  | *Max matte size: 42”W x 120”L* |  |
|  |  | **white** | **black** |[ ]   |[ ]   |  |  | ***Trim Options:*** |  |  | ***Trim Options:*** |  |  | *Max heavy duty size: 36”W x 120”L* |  |
|  | **$** | **white** | **color** |[ ]   |[ ]   |  |  |[ ]  none |  |  |[ ]  none |  |  | ***Common Poster Sizes:*** |  |
|  |  | blue | black |[ ]   |[ ]   |  |  |[ ]  2up – halves |  |  |[ ]  2up – halves |  |  |[ ]  42”W x 36” L |  |
|  |  | buff | black |[ ]   |[ ]   |  |  |[ ]  3up – thirds |  |  |[ ]  3up – thirds |  |  |[ ]  21”W x 27” L |  |
|  |  | cherry | black |  |  |[ ]   |  |  |[ ]  4up – fourths |  |  |[ ]  4up – fourths |  |  |[ ]  27”W x 21” L |  |
|  |  | golden rod | black |[ ]   |  |  |  |  |[ ]  other *(specify:* *)* |  |  |[ ]  other *(specify:* *)* |  |  |[ ]  other (specify below): |  |
|  |  | green | black |[ ]   |[ ]   |  |  | ***Fold Options:*** |  |  | ***Punch Options:*** |  |  | *If other, please specify size:* |  |
|  |  | orchid | black |[ ]   |  |  |  |  |[ ]  none |  |  |[ ]  none |  |  |  | x |  |  |
|  |  | pink | black |[ ]   |  |  |  |  |[ ]  half fold |  |  |[ ]  3-hole punch |  | NOTE: File must be saved at the size you wish to print.Find templates for common sizes at:[**www.dbqschools.org/print-center**](http://www.dbqschools.org/print-center)File must be sent by email to:**forumprintcenter@dbqschools.org** |
|  |  | salmon | black |[ ]   |[ ]   |  |  |[ ]  letter fold |  |  |  |  |  |
|  |  | yellow | black |[ ]   |[ ]   |  |  | ***Punch Options:*** |  |  | **SECTION 2C:****TRANSPARENCY** |  |  |
|  |  |  |  |  |  |  |  |  |  |[ ]  none |  |  |  |  |  |
|  |  | **LEGAL SIZE (8.5x14) OPTIONS:** |  |  |[ ]  3-hole punch |  |  |  |  |  |
|  |  | ***Paper Color:*** | ***Ink:*** | ***Regular / Pages:*** | ***Cardstock / Pages:*** |  | **$** |[ ]  comb punch – long side |  |  | ***Complete each section below.*** |  |  |
|  |  | **white** | **black** |[ ]   |[ ]   |  | **$** |[ ]  comb punch – short side |  |  | **FINISHING:** |  |  | **FINISHING:** |  |
|  | **$** | **white** | **color** |[ ]   |[ ]   |  |  | ***Additional Options:*** |  |  | ***Collate Options:*** |  | **$** |[ ]  laminate |  |
|  |  |  |  |  |  |  |  |  |  |[ ]  none |  |  |[ ]  none (111/222/333) |  |  |  |  |  |
|  |  | **LEDGER SIZE (11x17) OPTIONS:** |  | **$** |[ ]  laminate |  |  |[ ]  collate (123/123/123) |  |  | **SECTION 2E:****LAMINATION ONLY** |  |
|  |  | ***Paper Color:*** | ***Ink:*** | ***Regular / Pages:*** | ***Cardstock / Pages:*** |  |  |[ ]  pad and glue |  |  | ***Punch Options:*** |  |  |  |  |
|  |  | **white** | **black** |[ ]   |[ ]   |  |  |  | *# pads:*  |  |  |[ ]  none |  |  |  |  |
|  | **$** | **white** | **color** |[ ]   |[ ]   |  |  |  | *# sheets per pad:*  |  |  |[ ]  3-hole punch |  | **$** |[ ]  *# pieces:*  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ***Before submitting, ensure your******originals meet the following criteria:*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SECTION 3:** IF APPLICABLE | **$** | **BUDGET CODE:** |  | **PRINT CENTER USE ONLY** |
|  |     -         -         -       -         -             | » white paper with legible text and images» standard size (8.5x11, 8.5x14 or 11x17)» one-sided (two-sided if no bleed through)» free of staples, binding, tape, glue, etc.» free of comb-bind punches, rips, cuts, etc.» .25” margin or .625” for 3-hole punch orders» uniform margins for trim orders (or use of template)» gutter margin for fold orders (or use of template)» current district logo and website | **Color Ink** | *(per impression)* | QTY: |  | x | $0.05 | = | **$** |  | . |  |
|  | Options marked with a $ require a budget code. |  | **Lamination** | *(per linear foot)* | FEET: |  | x | $0.30 | = | **$** |  | . |  |
|  | **SPECIAL INSTRUCTIONS:** |  | **Comb Binding** | 3/8” and 1/2” | QTY: |  | x | $0.05 | = | **$** |  | . |  |
|  |  |  | *(per comb)* | 5/8” and larger | QTY: |  | x | $0.10 | = | **$** |  | . |  |
|  |  |  | **Large Format** | matte | FEET: |  | x | $4.00 | = | **$** |  | . |  |
|  |  |  | *(per linear foot)* | heavy duty | FEET: |  | x | $6.50 | = | **$** |  | . |  |
|  |  |  |  |  |  |  |  |  |  |  |  | **TOTAL COST** | = | **$** |  | . |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Submit WHITE and YELLOW copies of completed work order to print center with originals. Keep PINK copy for your reference.** |
|  |  |  | Completed work orders and print-ready files may also be sent by email to **forumprintcenter@dbqschools.org**.See [**www.dbqschools.org/print-center**](http://www.dbqschools.org/print-center) for submission requirements. |  |
|  |  |  |  | 09/2019 |