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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 ensure  copyright 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. | | | | | | | | |  | | | | | |
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| **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 orders  OR  **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**](mailto: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**](mailto:forumprintcenter@dbqschools.org).  See [**www.dbqschools.org/print-center**](http://www.dbqschools.org/print-center) for submission requirements. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | 09/2019 | | |