Orange School District

Material Management

Name: Date of Request:

School: Date Needed:

Principals Signature:

Description: Form# if any:

# of Originals: (refers to one side of an 8 ½ x 11 or 8 ½ x 14 sheet of paper, except w/ reduction)

 All originals should be on white paper w/ black type.

# of Copies per Original: (Refers to an 8 ½ x 11 or 8 ½ x 14 sheet of paper only. Requests for printing paper smaller than this are cut from these size copies)

Please Check ( )

( ) White Bond 8 ½ x 11 ( ) Yellow Bond 8 ½ x 11 ( ) NCR 8 ½ x 14 – 3pt, 4pt, 5pt.

( ) Blue Bond 8 ½ x 11 ( ) Pink Bond 8 ½ x 11 ( ) NCR 8 ½ x 11

( ) Green Bond 8 ½ x 11 ( ) Tan Bond 8 ½ x 11 ( ) Card Stock 8 ½ x 14

( ) White Bond 8 ½ x 14 ( ) Grey Bond 8 ½ x 11

( ) Other (include more than the number of copies requested)

Special Requests

( ) 2 sided (back to back) ( ) Cut do not draw cutting ( ) Padding, pads of 100

 Originals should be on lines on originals. Single sheets

 Separate sheets of paper copy acceptable if original

 on file.

( ) Collating

( ) Collated Stapled

( ) Hole Punching # holes Allow at least ¾” margin on left side of paper. If 2 sided allow ¾”

 margin on right side of second page.

Hole punching other than standard 5 or 3 hole notebook requires sample. Originals should be without

holes if standard.

Reduction Scrap Pads

( ) Reduction 8 ½ x 14 to 8 ½ x 11

( ) Reduction two 8 ½ x 11 to one 8 ½ x 11 ( Two Originals Required) # requesting

( ) Reduction two 8 ½ x 14 to one 8 ½ x 14 ( Two Originals Required)

Comments:

***For Print Shop use Only***

Request Returned for: ( ) Battered Originals ( ) Missing Information (Circled in Red)

 ( ) Return on plain white paper ( ) Minimum # of copies 10 single sheet

If to be Cut: ( ) originals must be a single sheet 8 ½ x 11 white paper with the information repeated in equal dimensions

 of the desired size. Please do not provide separate sheets of paper taped together. Good originals

 Will be kept on file if repetitive forms.

Other:

Date Received: ( ) To be sent inter school mail

Date Completed:

 Signature of Printer