

# GOVERNOR MIFFLIN PRINT SHOP LARGE PROJECT REQUEST (September 1-May 30)

**Multiple Masters  
Please allow up to 2 weeks for delivery**

**Orders must be formatted and print ready  
or materials will be returned**

PRINT SHOP USE ONLY	
Initials _____	
Date In _____	Date Out _____
Mstrs. _____	Impressions _____
C: _____	SH: _____
B: _____	EC: _____
MP: _____	SE: _____
IS: _____	M/T: _____
MS: _____	OTHER: _____

Print Job Title: \_\_\_\_\_

Date Sent: \_\_\_\_\_

*Check the appropriate box*

Material is not copyrighted.

I have obtained written permission from the publisher to copy materials.

Signed: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Grade: \_\_\_\_\_

Ship to: \_\_\_\_\_  
(If different from name and building above)

Date Needed: \_\_\_\_\_

Copies Needed: \_\_\_\_\_

Additional details/information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Paper and Ink:**

*(Please note: special request paper weights, sizes and colors are not guaranteed in stock)*

Weight: \_\_\_\_\_

Color: \_\_\_\_\_

Size: \_\_\_\_\_

Color Ink: \_\_\_\_\_  
(For printing press orders only)

\*Special request: \_\_\_\_\_

Special Services: *(check all that apply)*

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Fold         | <input type="checkbox"/> Spiral Bind        |
| <input type="checkbox"/> Collate      | <input type="checkbox"/> Cut                |
| <input type="checkbox"/> Staple       | <input type="checkbox"/> Print Front & Back |
| <input type="checkbox"/> 3-Hole Punch | <input type="checkbox"/> Laminate           |

*(Print Shop is not responsible for cutting apart laminations)*

Non-District Billings: _____	Amount: _____

**INCOMPLETE PRINT FORMS MAY RESULT IN DELAYED PRINTING AND MAY BE RETURNED  
REMEMBER: THE END RESULT WILL BE JUST AS GOOD OR BAD AS THE ORIGINAL LAYOUT AND COPY!**

Original(s) will be returned.