

# GOVERNOR MIFFLIN PRINT SHOP SUMMER PRINTING REQUEST (June-September)

**Unlimited Number of Masters**  
**Orders must be formatted and print ready**  
**or materials will be returned**

*Check the appropriate box*

Material is not copyrighted.

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

**Special Services:**

*(check all that apply)*

- Fold
- Collate
- Staple
- 3-Hole Punch
- Spiral Bind
- Cut
- Print Front & Back
- Laminate  
*(The Print Shop is not responsible for cutting apart laminations)*

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

Date Sent: \_\_\_\_\_  
ORDERS RECEIVED AFTER AUGUST 1 ARE NOT GUARANTEED BY THE FIRST DAY OF SCHOOL

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

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

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

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

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

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

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

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

**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: \_\_\_\_\_

**Due to the volume of print requests received during the summer, please prioritize your order by unit, chapter or pages needed for the first day of school. Additional units/chapters/pages may be completed at a later date.**

Additional details/information: \_\_\_\_\_

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.