

# TUSD PRINT SHOP WORK ORDER

(520) 225-5437 Ph. (520) 225-5307 FAX | 325 N. Euclid, P.O. Box 40400, Tucson, AZ 85719  
 Website: <http://instech.tusd.k12.az.us/~print/index.html> Hours: Mon-Fri: 7:30 am - 4:00 pm

PS JOB # \_\_\_\_\_  
 (PS USE ONLY)

Fields marked with an asterisk (\*) MUST be completed to process work order.

\*SCHOOL/DEPT: **Communications** \*DATED NEEDED: **10/23/14**  AM/PM

\*CONTACT PERSON: **Vanessa Hernandez** \*PHONE: 225-6101 FAX: \_\_\_\_\_

\*JOB DESCRIPTION: **Count/Pack/Mail Catalog of Schools to Schools** TUSD/WAREHOUSE FORM #: \_\_\_\_\_

\*AUTHORIZED BY: Stefano Bor  
 \*BUDGET CODE: **001.511.2560.5004.6540**  
 TOTAL AMOUNT: **\$520<sup>00</sup>**  FINANCE APPROVAL

\*FINISHED SIZE: \_\_\_\_\_  
 \*DELIVERED QTY: \_\_\_\_\_  
 PADS/PACKAGE OF: \_\_\_\_\_ SHEETS/SETS  
 \*# ORIGINALS: \_\_\_\_\_  
 SAMPLE ATTACHED?

\*STOCK TYPE: \_\_\_\_\_  
 \*STOCK COLOR: \_\_\_\_\_

ELECTRONIC FILES SENT:  
 DATE SENT: \_\_\_\_\_  
 EMAILED TO: \_\_\_\_\_  
 UPLOADED  
 CALL US OR VISIT OUR WEBSITE REGARDING THE TYPES OF ELECTRONIC FILES WE CAN ACCEPT.

\*OUTPUT  
 SINGLE SIDED:  DOUBLE-SIDED:  SINGLE & DOUBLE-SIDED:   
 COLLATE:  BLEEDS:  SLIPSHEET SECTIONS:   
BLEEDS REQUIRE ARTWORK EXTENDS 1/8" BEYOND PAGE  
 \*COPIER: BLACK:  COLOR:  ENLARGE:  REDUCE:

\*PRESS: PANTONE® COLOR # 1: \_\_\_\_\_  
 PANTONE® COLOR # 2: \_\_\_\_\_  
 PANTONE® COLOR # 3: \_\_\_\_\_  
 PANTONE® COLOR # 4: \_\_\_\_\_  
 \*WIDE FORMAT:  (LARGER THAN 13"X19")  
 BANNER:  GROMMETS:  HOW MANY? \_\_\_\_\_  
 POSTER:  ENLARGE:  MARK GROMMET LOCATION WITH SAMPLE.

\*BINDERY: HOLE PUNCH:    ← OTHER (PLEASE MARK)  FOLD 1/2:  Z-FOLD:  TRI-FOLD:   
 STAPLE:    ← OTHER (PLEASE MARK)  CROSSOVER FOLD:  OTHER FOLD: \_\_\_\_\_  
 CUT TO SIZE  SCORE  TABBED (MAILING)  LAMINATE  PERFORATE  
 SPIRAL COLOR: \_\_\_\_\_  NUMBER  STUFF  SHRINKWRAP  
 PLASTIKOIL  GBC  ADDRESS LABEL  OTHER: \_\_\_\_\_

NOTES: \_\_\_\_\_ \*REQUIRE PROOF PRIOR TO PRINT?

Received By Print Shop \_\_\_\_\_ (SHADED AREA FOR PRINT SHOP USE ONLY)

PREPRESS/DESIGN:  D.T.P.: \_\_\_\_\_ PROOF: OUT: \_\_\_\_\_ OK'D: \_\_\_\_\_

PRINTING:  Press  Copier  Color Copier  Wide Format # PLATES: \_\_\_\_\_

PAPER #1 Stock \_\_\_\_\_ Size & Weight \_\_\_\_\_ Shts \_\_\_\_\_  
 Color \_\_\_\_\_ IMPs \_\_\_\_\_  
 PAPER #2 Stock \_\_\_\_\_ Size & Weight \_\_\_\_\_ Shts \_\_\_\_\_  
 Color \_\_\_\_\_ IMPs \_\_\_\_\_

Print/Copy Finished:  
 BINDERY/FINISHING:  
 Finished: \_\_\_\_\_  
 # of pkgs. \_\_\_\_\_ # of boxes \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 Initial: \_\_\_\_\_

\*CUSTOMER DELIVERY INSTRUCTIONS  
 Mail  Customer Pick-Up   
 Date/Time Called: \_\_\_\_\_  LEFT MESSAGE?  
 Received by **X** \_\_\_\_\_  
 Date **11/3/14** AM/PM

SEND ORIGINAL WORK ORDER WITH ORIGINAL AUTHORIZED SIGNATURE TO THE PRINT SHOP