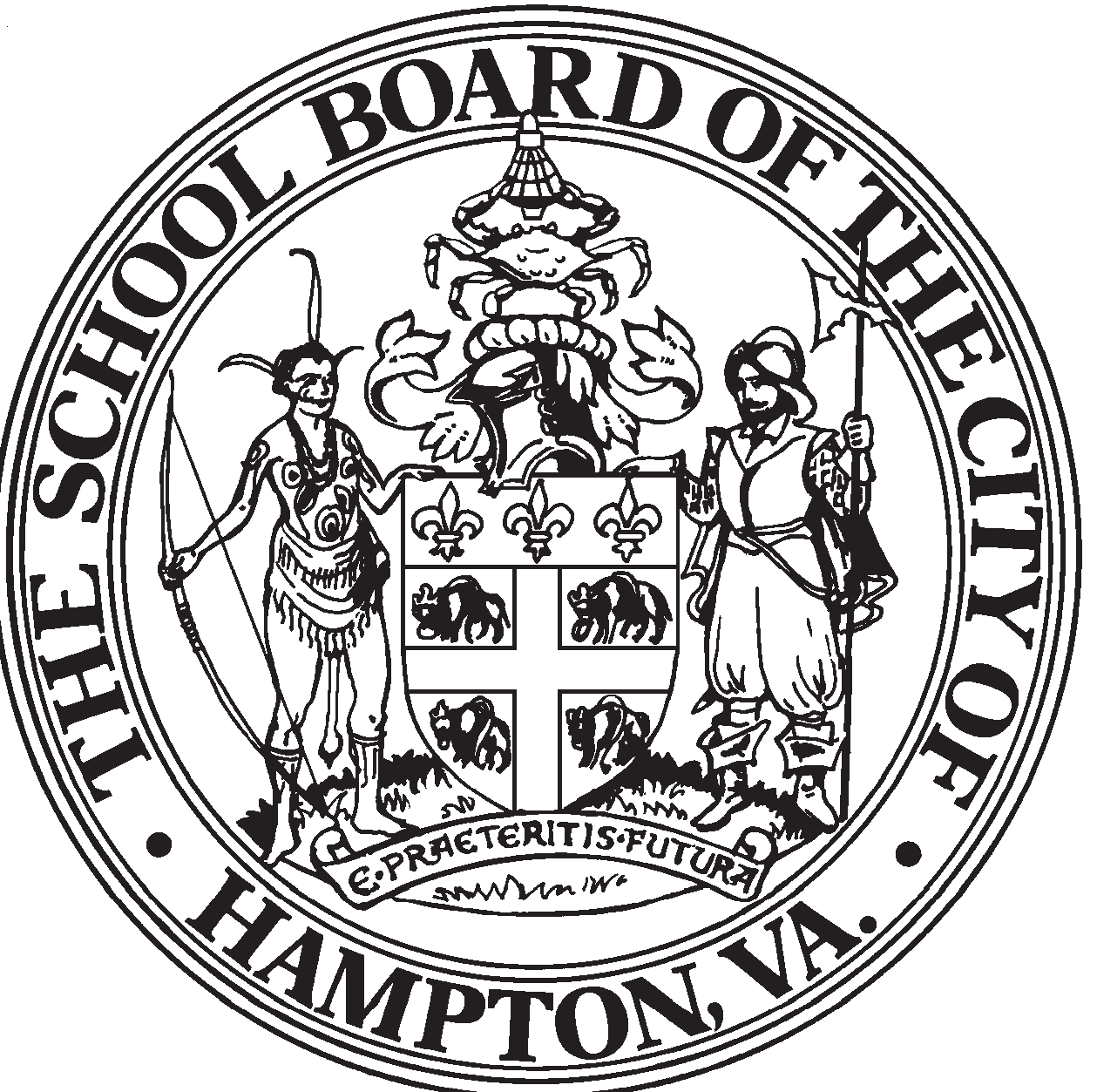
**Hampton City Schools**



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| --- | --- | --- | --- |
| **REQUEST FOR PRINTING SERVICES** | | | |
| **TO: Printing & Records Management**  [email: hcs-printshop@hampton.k12.va.us](mailto:email:%20hcs-printshop@hampton.k12.va.us)  PHONE: 757-727-2079 Fax: 757-727-2078  *Title of Form /Publication: Contact Person / Phone Number: Department / School:*  Date submitted: Requested completion date: Number of copies: Number of originals submitted:  *SPECIAL INSTRUCTIONS:* | | | |
| ***N O T E*** | All materials (unless specified below) will be reproduced at the discretion of the Print Shop, in regard to printing and bindery applications to achieve a quality finished product. Substitution for unavailable materials will be made if necessary.  Jobs requiring special order material will add 3 days to the production schedule. | | |
| PLEASE CHECK ON AVAILABILITY PRIOR TO SUBMITTING REQUEST IF SUBSTITUTIONS SHOULD NOT BE MADE. | | |
| **PRINTING**   * Front Only * Front and Back * As Per Sample * Other / Specify size:   **INK**   * As Per Sample * Black Blue * Red Green * PMS: * Other: | | **PAPER**   * Letterhead * Envelopes (circle one)   White Regular/ Window   * 20 lb. Bond (circle one) White / Color: * Index - Cover   White / Color:   * NCR Carbonless   + 2-Part 4-Part   + 3-Part 5-Part * Other: | **BINDERY**  Collate  Staple  Fold  3 Hole Punch  Spiral Bind  Pad  Cut  Other |
| ***PRINT SHOP USE ONLY*** | | | |
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**SBO 3** (Rev. 03/14)