**Hampton City Schools**



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| **REQUEST FOR PRINTING SERVICES**  |
| **TO: Printing & Records Management** email: hcs-printshop@hampton.k12.va.usPHONE: 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)