

Copy Center Order Form Instructions

In order for the entered data to be saved, please follow these simple steps:

1. Download/Save the form to your computer

Location → <http://learn.shorelineschools.org/dept/pshop/documents>

2. Open the Order Form in *Preview*.

This can be achieved by:

- Open the program "**Preview**"

(Do not double click it to open in Adobe Reader as it may not work)

- Then choose "File...Open..."

- In the resulting dialog, navigate to the location on the drive where you saved the form, highlight the saved form document and click "Open"

3. Enter the necessary data in each field.

4. Hit tab after your last data entry

5. Click "File...Save"

6. Attach the finished form in an email to:

tae.lee@shorelineschools.org

Name of person making request (RETAIN WHITE COPY) 1 Tel: _____				School or SLC Dept. 2	
3 Program		Account No. Sub. Prog. Activity		Date Submitted 4	
		Object Resp		Date Latest Delivery 5	
				Name of Job 6	
Total No. of Copies: 7		Bindery: 10		3-Hole Punch _____	
1-side 8 2-side _____		Fold 1/2 Tri _____		Cut _____	
Paper: white _____ color _____		Pad _____		Bind _____	
9 Cover: _____ Front _____ Back _____		Collate _____		Staple _____	
Finished Size: _____				11 *Additional charge if not using pre-collated NCR.	
SPECIAL INSTRUCTIONS 12					
<small>DO NOT write below - PRINT SHOP USE ONLY (AB, Multi, Doc, Xerox, Tosh) Total Impressions _____</small>					
_____ No. of sheets _____		Paper plates _____		Special paper _____	
_____ No. of originals _____		Metal plates _____		Print Labor _____	
Additional Costs _____		Negative _____		Hand Labor _____	
Total Costs _____		Ink Color _____		Layout _____	
		Other Labor _____			

1. Your name and phone number.
2. Your school or department.
3. Account number (very important). PTA does not need to fill out this area.
4. Date you are turning in your job.
5. Date you would like your job done.
6. Title of the job, such as Lined Journals, History Test, etc.
7. Total number of finished copies.
8. One sided or two sided (back to back).
9. What color, weight (bond, medium weight or cover) and size (11", 14" or 17") of paper.
10. How you want your job finished.
11. If you want NCR (carbonless), how many copies or parts do you want.
12. Any special instructions you might have for us.