

***MUST BE COMPLETED**

Document Title _____

* Requested By (Full Name) _____

* Location/School _____

* Phone No. (Cell or School) _____

Principal's/Supervisor's Approval _____

Date Submitted _____ *Date Needed (No ASAP) _____

Summer printing requests must have a phone number (cell or home) or email other than school.

Check, if appropriate: Copyrights checked (proof attached)

Quantity _____

One Side Only

Front and Back

As Original

Size: 8½ x 11 - Letter

8½ x 14 - Legal

11 x 17 - Tabloid

Other _____

Paper: Color _____

Cardstock
(Cover): Color _____

Special Instructions:

INSTRUCTIONS

Printing

Collating
(1,2,3; 1,2 3)

Uncollated
(1,1,1; 2,2,2; 3,3,3)

Stapling

1 Top Left Corner

2 Down Left Side

3-hole Punching

Spiral Binding

Folding

Padding (Glue)

Cutting

BOOKLET PRINTING

Finished Size:

5½ x 8½

8½ x 11

Inside Pages (Paper) Color: _____

Cover (Cardstock) Color: _____

A list of our paper/index colors are located on the back of this sheet.

- The every other day mail delivery schedule may affect date needed, pick-up may be required.
- Electronic Files: Make a PDF file and use the online Print Center: PrintCenter.wcps.k12.md.us
- For assistance or questions, please contact the Publications Department: PrintCenter@wcps.k12.md.us

PAPER

8¹/₂" X 11"

Blue
Buff
Cherry
Goldenrod
Gray
Green
Ivory
Orchid (*light Purple*)
Pink
Salmon (*Orange*)
Tan
White
Yellow

11" X 17"

Blue
Ivory
Orchid (*light Purple*)
White
Yellow

INDEX

8¹/₂" X 11"

Blue
Goldenrod
Gray
Green
Ivory
Orchid (*light Purple*)
Peach (*light Orange*)
Pink
White
Yellow

11" X 17"

Blue
Green
Ivory
Pink
White
Yellow