



PRINTING SERVICES 805 499-2102

750 MITCHELL ROAD
NEWBURY PARK, CA 91320

EMAIL: PRINTINGSERVICES@CONEJOUSD.ORG

Printing Services Use Only	
Date In:	_____
Date Out:	_____
Invoice #	_____

Submitted by _____ Phone _____ X _____

Dept/School _____
Principal or Administrator Signature (if required)

Today's Date _____ Due Date _____ Call When Ready Regular Delivery Day

Please list complete account number below to insure proper charge backs

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

Select the type of work required. If submitting your job electronically, please send hard copy sample if possible.

- New Revised Rerun Typeset/Design Bindery
 Black & White Copies Color Copies Combination of Color & Black/White Copies

Title of Originals _____ No. Pages _____

Paper Stock _____ Qty Requested _____

Printing and Bindery Instructions, Check all that Apply			
Print Sides: <input type="checkbox"/> One side <input type="checkbox"/> Both sides	Collate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staple: <input type="checkbox"/> Corner <input type="checkbox"/> Dual <input type="checkbox"/> Saddle/Booklet <input type="checkbox"/> Comb Bind	Fold: <input type="checkbox"/> 1/2 <input type="checkbox"/> tri <input type="checkbox"/> Other _____
Drill: <input type="checkbox"/> 3-Hole <input type="checkbox"/> Other	Insert color slip sheet <input type="checkbox"/> Between collated sets <input type="checkbox"/> Between Qty of _____	<input type="checkbox"/> Cut to _____ x _____	<input type="checkbox"/> Shrink Wrap: _____ per pack
		<input type="checkbox"/> Pad: _____ sheets per pad	<input type="checkbox"/> Variable Data
<input type="checkbox"/> Multi Site Mailing, Attn to: _____			

Booklet Instructions	Front Cover is:	Back Cover is:
Paper stock, cover:	<input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides	<input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides
Paper stock, inside pages:	<input type="checkbox"/> Color Copy	<input type="checkbox"/> Blank <input type="checkbox"/> Color Copy

Special Instructions:

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Bindery Services	Quantity	Pre-Press/ Pre-Copy	QTY/Time
Folding: online offline hand		Mailing: env shrink bx	
Staple: online hand		Insert Slip Sheet: ea set or stack	
Punch: 2h 3h other		Typesetting	
Cutting, sz _____ x _____	___ Cuts x ___ lift=	Graphics/Prep/Design	
Collate: online offline hand		Signature Preparation	
Pad: NCR Glue		Scan & Makeready	
Shrink Wrap			