

(520) 225-5437 Ph. (520) 225-5307 FAX | 325 N. Euclid, P.O. Box 40400, Tucson, AZ 85719
 Website: <http://www.tusd1.org/contents/depart/print/index.asp> Hours: Mon-Fri: 7:30 am - 4:00 pm

UNION LABEL 3
PS JOB # _____
 (PS USE ONLY)

Fields marked with an asterisk (*) MUST be completed to process work order.

***SCHOOL/DEPT:** _____ ***DATED NEEDED:** _____ **AM/PM**

***CONTACT PERSON:** _____ ***PHONE:** _____

***JOB DESCRIPTION:** _____ **TUSD FORM #:** _____

***AUTHORIZED BY:** _____ ***FINISHED SIZE:** _____
***PO # or** _____ ***DELIVERED QTY:** _____
 Cash/Check _____ **PADS/PACKAGE OF:** _____ **SHEETS/SETS**
TOTAL AMOUNT: _____ **CASH** **INITIAL** _____
(PRINT SHOP WILL PRICE) **CHECK**

***STOCK TYPE:** _____ ***# ORIGINALS:** _____

***STOCK COLOR:** _____ **SAMPLE ATTACHED?**

***OUTPUT** **SINGLE SIDED:** **DOUBLE-SIDED:** **SINGLE & DOUBLE-SIDED:**
COLLATE: **BLEEDS:** **SLIPSHEET SECTIONS:**
BLEEDS REQUIRE ARTWORK EXTENDS 1/8" BEYOND PAGE

***COPIER:** **BLACK:** **COLOR:** **ENLARGE:** **REDUCE:**

***PRESS:** **PANTONE® COLOR # 1:** _____ ***WIDE FORMAT:** **BANNER:** **GROMMETS:** **HOW MANY?** _____
PANTONE® COLOR # 2: _____ **(LARGER THAN 13"x19")** **POSTER:** **ENLARGE:** MARK GROMMET LOCATION WITH SAMPLE.
PANTONE® COLOR # 3: _____
PANTONE® COLOR # 4: _____

***BINDERY:** **HOLE PUNCH:** **← OTHER (PLEASE MARK)** **FOLD 1/2:** **Z-FOLD:** **TRI-FOLD:**
STAPLE: **← OTHER (PLEASE MARK)** **BOOKLET** **MOUNT** **OTHER FOLD:** _____
Fold in half/Stapled
 CUT TO SIZE **SCORE** **TABBED (MAILING)** **LAMINATE** **PERFORATE**
 SPIRAL COLOR: _____ **NUMBER** **STUFF** **SHRINKWRAP**
 PLASTIKOIL **GBC** **ADDRESS LABEL** **OTHER:** _____

NOTES: _____ ***REQUIRE PROOF PRIOR TO PRINT?**

VENDOR _____ (SHADED AREA FOR PRINT SHOP USE ONLY)

PREPRESS/DESIGN: **D.T.P.:** _____ **PROOF:** OUT: _____ OK'D: _____

PRINTING: Press Copier Color Copier Wide Format **# PLATES:** _____

PAPER #1 Stock _____ Size & Weight _____ Shts _____
 _____ Color _____ IMPs _____

PAPER #2 Stock _____ Size & Weight _____ Shts _____
 _____ Color _____ IMPs _____

Print/Copy Finished:
BINDERY/FINISHING:
Finished: _____
of pkgs. _____ **# of boxes** _____
Notes: _____
Initial: _____

***CUSTOMER DELIVERY INSTRUCTIONS**
Mail **Customer Pick-Up**
 Date/Time Called: _____ LEFT MESSAGE?
Received by **X** _____
 Date _____ **AM/PM**

YOU MAY SCAN AND EMAIL YOUR WORK ORDER TO THE TUSD PRINT SHOP