DISTRICT PRODUCTION SERVICE (DPS) REQUEST

Requested	d By			School/Bldg/Org_	D i	ivision/Dept
Date Subi	mitted			Date Requested	Phone	
Purchase	Order # _			Account #	Bu	dget Admin
Description	on					
Number o	of Copies o	r Sets Nee	eded			
Number o	of Masters	(count all	printed	sides)		
Print One	e Sided		Print T	wo Sided		
Collate O	NLY	Coll	ate / STA	APLE DO NOT COLL		
3 Hole Pu	nch (Left)		Т	Tape / Bind (left side)		
Paper Co	lor: (circle	e) Whit	e Pink	Buff Orchid Blue Yellow	Green Salmon	Goldenrod
COVER	Color: (cir	cle) Whi	te Pink	k Buff Orchid Blue Yellow	Green Salmon	Goldenrod
Cardstocl	k Color: (d	circle) V	White C	Green Yellow Cherry Blue l	Buff Salmon	
ADDITIC	ONAL INS	TRUCTIO	ONS/CO	MMENTS:		
OFFICE U	SE ONLY:			□ PREPRESS		
OFFICE US	SE ONLY:		3	□ PREPRESS		
OFFICE U	SE ONLY:			□ PREPRESS □ PHOTO □ PRINT	PPS Job #	
OFFICE US	SE ONLY:			□ PREPRESS □ PHOTO □ PRINT	PPS Job #	
OFFICE US PROOF # SENT	SE ONLY:	2	3	□ PREPRESS □ PHOTO □ PRINT □ OTHER	PPS Job #	
OFFICE US PROOF # SENT RCVD	SE ONLY:	2	3	□ PREPRESS □ PHOTO □ PRINT	PPS Job #	
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of	SIZE & T	ТҮРЕ	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	DPS Job #	Price \$
PROOF # SENT RCVD Plates: QUAN.	PAPER sheets ofsheets of _	SIZE & T	З	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	DPS Job #	
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of sheets of sheets of sheets of	SIZE & T	ТУРЕ	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	OPS Job # nvoice # Oate Job Received	Price \$
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of _	SIZE & T	ТҮРЕ	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	OPS Job # nvoice # Oate Job Received	Price \$
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of _ sheets of _ sheets of _ sheets of _ NCR sets of	SIZE & 1	TYPE PART	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	OPS Job # nvoice # Oate Job Received	Price \$
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of sheets of sheets of Sheets of sheets of sets of sets of sets of sets of	SIZE & T	TYPE PART	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	PPS Job # nvoice # Pate Job Received DK TO PAY	Price \$
OFFICE US PROOF # SENT RCVD Plates: QUAN.	PAPER sheets of sheets of sheets of sheets of sheets of sets of sets of sets of sets of	SIZE & 1	TYPE PART	□ PREPRESS □ PHOTO □ PRINT □ OTHER Misc/Other:	PPS Job # nvoice # Pate Job Received DK TO PAY	Price \$ (initial)