

# DISTRICT PRODUCTION SERVICE (DPS) REQUEST

Requested By \_\_\_\_\_ School/Bldg/Org \_\_\_\_\_ Division/Dept. \_\_\_\_\_  
 Date Submitted \_\_\_\_\_ Date Requested \_\_\_\_\_ Phone \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_ Account # \_\_\_\_\_ Budget Admin \_\_\_\_\_

Description \_\_\_\_\_

Number of Copies or Sets Needed \_\_\_\_\_

Number of Masters (count all printed sides) \_\_\_\_\_

Print One Sided \_\_\_\_\_ Print Two Sided \_\_\_\_\_

Collate ONLY \_\_\_\_\_ Collate / STAPLE \_\_\_\_\_ DO NOT COLLATE \_\_\_\_\_

3 Hole Punch (Left) \_\_\_\_\_ Tape / Bind (left side) \_\_\_\_\_

Paper Color: (circle) White Pink Buff Orchid Blue Yellow Green Salmon Goldenrod

COVER Color: (circle) White Pink Buff Orchid Blue Yellow Green Salmon Goldenrod

Cardstock Color: (circle) White Green Yellow Cherry Blue Buff Salmon

ADDITIONAL INSTRUCTIONS/COMMENTS:

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## OFFICE USE ONLY:

<b>PROOF #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<input type="checkbox"/> <b>PREPRESS</b> <input type="checkbox"/> <b>PHOTO</b> <input type="checkbox"/> <b>PRINT</b> <input type="checkbox"/> <b>OTHER</b>	<b>DPS Job #</b> _____  <b>Invoice #</b> _____ <b>Price \$</b> _____ _____																														
<b>SENT</b>																																			
<b>RCVD</b>																																			
<b>Plates:</b> _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">QUAN.</td> <td style="width: 35%;">PAPER</td> <td style="width: 50%;">SIZE &amp; TYPE</td> </tr> <tr> <td>_____</td> <td>sheets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sheets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sheets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sheets of</td> <td>_____</td> </tr> <tr> <td>QUAN.</td> <td>NCR</td> <td>SIZE &amp; PART</td> </tr> <tr> <td>_____</td> <td>sets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sets of</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>sets of</td> <td>_____</td> </tr> </table>				QUAN.	PAPER	SIZE & TYPE	_____	sheets of	_____	_____	sheets of	_____	_____	sheets of	_____	_____	sheets of	_____	QUAN.	NCR	SIZE & PART	_____	sets of	_____	_____	sets of	_____	_____	sets of	_____	_____	sets of	_____	<b>Misc/Other:</b> _____  _____  _____	<b>Date Job Received</b> _____  <b>OK TO PAY</b> _____ <div style="text-align: right;">(initial)</div>
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				<b>Add'l Comments</b> _____ _____																															