

Idaho Falls School District #91

PRINTING REQUEST

School:	
Department:	Requestor:
Date Submitted:	Date Desired:

Supervisors O.K.

e-mail requests will be accepted without a signature provided they originate from supervisor or secretary

<i>Check Appropriate Box Below</i>	
Cost Estimate Required:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Billing Code: <input type="checkbox"/>	Use school Printing Code: <input type="checkbox"/>
	Use the following alternate code: <input type="checkbox"/>

Check Appropriate Box Below

Item Description	Quantity:	Instructions:
White Bond		
Color Bond		Color:
Cardstock		Color:
Single Sided		
Double Sided		
Black & White Print		
Color Print		
Stapled		
Hole Punch		
Cut		
Other		

(do not write below this line)

Job Title:

Quantity	Supplies Used	Unit Price	Total
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total for this order			\$ -

To expedite print requests this form may be forwarded via e-mail or scan to : holmaubr@sd91.org
If there is any question on the printers part a proof sheet will be sent to you prior to completing print request.
Please allow approx. 5 working days days to print. Any questions and/or verbal instruction call Aubrey Holmgren at ext. 50540.