

# West Haven Public Schools **PRINT REQUEST FORM**

255 Meloy Road West Haven, CT 06516 Ph: (203)931-1389 Email: [copy.center@whschools.org](mailto:copy.center@whschools.org)  
Hours of Operation: Monday – Friday 8 a.m. – 5 p.m.



Requestors Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date needed by: \_\_\_\_\_

Time Needed: A.M. or P.M. (circle one)

Customer Pick-Up  Courier Delivery  Deliver to different school/teacher: \_\_\_\_\_

## PLEASE FILL OUT FORM COMPLETELY

### PRINTING:

### PLEASE CHECK ONE:

Black & White  Color  Mixed (B&W/color)

Job Name: \_\_\_\_\_

# of Originals: \_\_\_\_\_ # of Sets: \_\_\_\_\_ # of Copies: \_\_\_\_\_

Rush Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Color Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

### SELECT ONE:

- 1 to 1 sided  
 1 to 2 sided (Default)  
 2 to 2 sided (AS-IS)  
 2 to 1 sided

### SELECT ONE:

- Collated  
 Uncollated (Default)

### Paper:

### PLEASE CHECK ONE:

- 8 ½ x 11  White  Blue  Pink  Green  Yellow  
 8 ½ x 14  White  
 11 x 17  White  11 x 17 Cardstock (White only)

### Cardstock 8 ½ x 11

- White  Pink  
 Blue  Front Cover  
 Green  Back Cover

### FINISHING:

### CHECK ALL THAT APPLY:

Folding:  Half Fold  Letter (C-fold)  Z Fold

Cutting:  Half  Quarters  Thirds  Other: \_\_\_\_\_

Hole Punch:  2-hole  3-hole

Staple:  Portrait  Landscape  Single  Double

Booklet Fold & Stapled:  Finished size 5 ½ x 8 ½  Finished size 8 ½ x 11 (All booklets—2 week turnaround time)

Special Instructions: \_\_\_\_\_

### XEROX COPY CENTER USE ONLY

XJT Ticket #: \_\_\_\_\_ Request Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Please see back page for Helpful Hints

# Helpful Hints

## Ex.

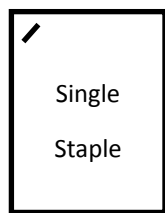
**1 to 1 = Originals are single sided and you want them to stay single sided.**

**1 to 2 = Originals are single sided and you want them to be 2 sided.**

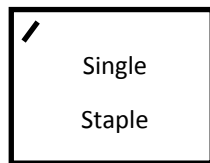
**2 to 2 = Originals are 2 sided and you want them as is 2 sided.**

**(even if some of the pages are single sided)**

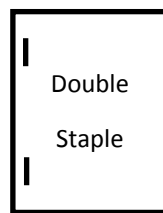
**2 to 1 = Originals are 2 sided and you want them to be single sided.**



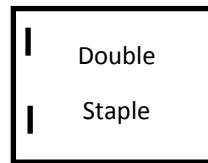
Portrait



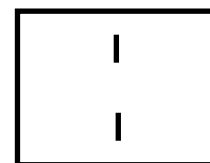
Landscape



Portrait

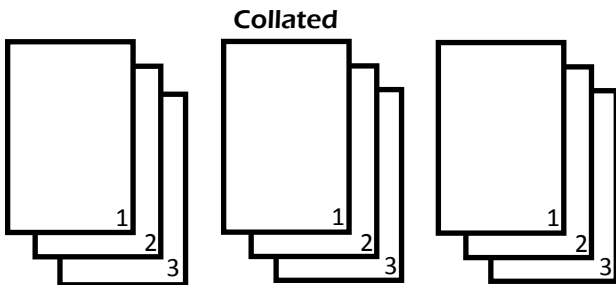


Landscape

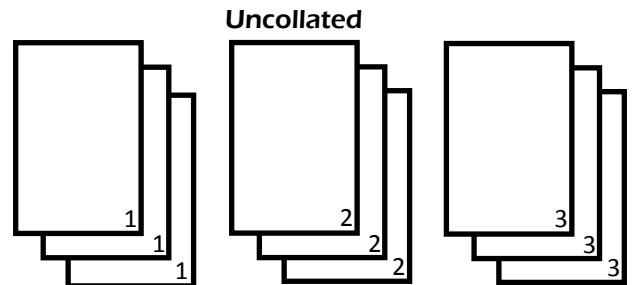


Booklet Staple

Half Fold



**Collated**



**Uncollated**

## When submitting jobs

Please stagger your due dates. Preferably 2-3 jobs per day, will give us time to work on everyone and not just one person. Always give yourself enough time.

**ALL RUSH JOBS/COLOR PRINTING**

**Must be approved by your administrator**