

# PRINT SHOP REQUEST FORM



North Building, 2657 44th Ave  
Columbus, NE 68601  
[copies@esu7.org](mailto:copies@esu7.org)

Name (First, Last) \_\_\_\_\_

Email \_\_\_\_\_

Print Shop ID # \_\_\_\_\_

School (District & Building) \_\_\_\_\_

Project Name/Description \_\_\_\_\_

Department to be billed  
(Columbus High &  
ESU 7 Staff Only)

Completion Date  
(Must be at least 3 days  
from date of submission)

## Paper Type & Color

### Plain

- ☐ White
- ☐ Bright Blue
- ☐ Bright Dark Green
- ☐ Bright Gold
- ☐ Bright Lime Green
- ☐ Bright Orange
- ☐ Bright Pink
- ☐ Bright Purple
- ☐ Bright Red
- ☐ Bright Yellow
- ☐ Pastel Blue
- ☐ Pastel Buff
- ☐ Pastel Cherry
- ☐ Pastel Gold
- ☐ Pastel Gray
- ☐ Pastel Green
- ☐ Pastel Pink
- ☐ Pastel Purple
- ☐ Pastel Salmon
- ☐ Pastel Yellow

### Coverstock

- ☐ White
- ☐ Bright Blue
- ☐ Bright Dark Blue
- ☐ Bright Dark Green
- ☐ Bright Dark Orange
- ☐ Bright Dark Purple
- ☐ Bright Gold
- ☐ Bright Lime
- ☐ Bright Orange
- ☐ Bright Pink
- ☐ Bright Red
- ☐ Bright Yellow
- ☐ Pastel Blue
- ☐ Pastel Buff
- ☐ Pastel Gray
- ☐ Pastel Green
- ☐ Pastel Pink
- ☐ Pastel Purple

## Printing/Copying

# of Copies \_\_\_\_\_

### Paper Size

- ☐ 8.5 x 11   ☐ 8.5 x 14   ☐ 11x17

### Print Options

- ☐ Single Sided   ☐ Double Sided

### Copy Sorting

- ☐ Grouped (111,222,333 . . . )  
☐ Collated (123,123,123 . . . )

### Print

- ☐ Black   ☐ Color

### Copyright Information

- ☐ This is my own creation

- ☐ Public Domain/  
Creative Commons  
☐ Copyrighted Materials  
(release provided)

## Finishing

### Staple

- ☐ No staple  
☐ 1, Upper left  
☐ 2, left side  
☐ Landscape  
☐ Saddle Stitch

### Hole Punch

Location \_\_\_\_\_  
# of holes 1, 3

### Binding

- ☐ Plastic   ☐ Fastback

Lamination ☐

## Pickup Preference

- ☐ Pick up at the Print Shop during business hours  
☐ Pick up at Door N3 (available after hours)  
☐ I am a CPS staff member, route pickup  
☐ I will coordinate with the school's designated pickup person

### Cutting

- ☐ 1/2   ☐ 1/4   ☐ 1/8  
☐ 1/3   ☐ 2/3

### Folding

- ☐ 1/2 Page

### Padding

# of Pages in Pad \_\_\_\_\_  
# of Pads \_\_\_\_\_

### Binder Position

- ☐ Long   ☐ Short

Coverstock Color \_\_\_\_\_