Rome City Schools

Printing Requisition

Please remember to allow 10 BUSINESS DAYS for your order to be filled and 15 BUSINESS DAYS for orders requiring over 2000 copies.

Send To:	Date Requested:
School:	
Due Date:	(Do not complete. This line is for internal use only).
*(10 business days after requ	est is received by CO. 15 business days for large orders over 2000 copies.)

Please fill out all information and Email the completed form to: printshop@rcs.rome.ga.us

For print jobs that are less than 200 copies, use "in house" copiers/printers. Small booklets can also be printed on department/division/school copiers.

Special paper is to be purchased by the school. Our machine does black and white only, and it will only do half folds. Any other folds (tri-fold, etc.) will have to be done "in house".

Quantity	Form No.	Form Title