

# LUBBOCK-COOPER ISD PRINT SHOP WORK AUTHORIZATION

NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_ COPIER ID#: \_\_\_\_\_

DATE SENT: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_ ADMINISTRATOR'S Authorization: \_\_\_\_\_

**COPYRIGHTED MATERIALS WILL NOT BE PRINTED WITHOUT ADMINISTRATOR AUTHORIZATION.**

\_\_\_\_\_ SETS OF \_\_\_\_\_ TOTAL QUANTITY \_\_\_\_\_ **\*ALL DOCUMENTS WILL BE PRINTED FRONT AND BACK TO SAVE COST.**

<u>SIZE</u>	<u>MATERIAL</u>	<u>COLOR OF PAPER/CARDSTOCK</u>	<u>PRINTS (Ink)</u>
8.5 X 11 LETTER	CARDSTOCK	PASTEL	COLOR
8.5 X 14 LEGAL	PAPER	BRIGHT	BLACK/WHITE
11 X 17 TABLOID	NCR _____	COLOR _____	
24 x 36 POSTER			
OTHER _____			

<u>INSTRUCTIONS</u>	<u>SPECIAL INSTRUCTIONS:</u>
GROUPED COLLATED 1 STAPLE 2 STAPLES 3 HOLE DRILLED CUT FOLDED PADDED BOUND (SPIRAL) BOUND (COMB)	

**\* BE SURE TO INCLUDE AN ACCOUNT NUMBER OR PAYMENT FOR ANY OF THE FOLLOWING:  
BINDING, PADDING, COLOR COPIES, POSTERS, NCR, COLOR PAPER, OR CARDSTOCK**

**CHECK IF APPLICABLE:** BILL TO: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_  
SEE PRICE SHEET

**FROM THE TIME THE PRINT SHOP RECEIVES THE ORDER, PLEASE ALLOW A MINIMUM OF:  
2-4 WORKING DAYS FOR COPIES ONLY; 3-5 WORKING DAYS IF FOLDING, BINDING OR PADDING IS REQUIRED.**

PRINT SHOP USE ONLY: DATE RECEIVED \_\_\_\_\_ DATE COMPLETED \_\_\_\_\_ COMPLETED BY \_\_\_\_\_