West Haven Public Schools PRINT REQUEST FORM
255 Meloy Road West Haven, CT 06516  Ph: (203)931-1389  Email: copy.center@whschoools.org
Hours of Operation: Monday – Friday 8 a.m. – 5 p.m.

| Requestor 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:

SELECT ONE:

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

Job Name: _______________________________

# of Originals: _______  # of Sets: _______  # of Copies: _______

Rush Authorization: _________________________ Date: __________

Color Authorization: _________________________ Date: __________

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) |  |  |  |

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: __________________________

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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.

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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