PALOS VERDES PENINSULA SUMMER SCHOOLS SUMMER SCHOOL PRINTING REQUEST

SUMMER SCHOOL PRINTING REQUEST	SUMMER SCHOOL PRINTING REQUEST
BILL TO: SUMMER ELEMENTARY (Acct. 196) Date Date Phone or ext. #	BILL TO: SUMMER SUMMER HIGH SCHOOL ELEMENTRY INTERMEDIATE (Acct. 195) (Acct. 196) (Acct. 194) Date Date Needed Phone or ext. #
Name School	Name School
Subject Summer School Room	Subject Summer School Room
WORK TO BE DONE (Please fill in or check only when necessary)	WORK TO BE DONE (Please fill in or check only when necessary)
Job Title	Job Title
Number of copies x number of originals = total pages	Number of copies x number of originals = total pages
Work to be printed one sided or two sided	Work to be printed one sided or two sided
Type of paper Paper Color(s)	Type of paper Paper Color(s)
Cardstock Color(s)	Cardstock Color(s)
Covers Color(s) Front & Back Front only	Covers Color(s) Front & Back Front only
Size of paper (if other than 8½x11)	Size of paper (if other than 8½x11)
Finishing options Collate Uncollated (stacks)	Finishing options Collate Uncollated (stacks)
Staple top left Spiral bound 3-hole punched	Staple top left Spiral bound 3-hole punched
SPECIAL INSTRUCTIONS	SPECIAL INSTRUCTIONS
High School: submit to PVPSS Office manager Intermediate: submit to your Summer Principal Elementary: submit to your Summer Principal Admin OK:	High School: submit to PVPSS Office manager Intermediate: submit to your Summer Principal Elementary: submit to your Summer Principal Admin OK:

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