

Johnston Public Schools

PRINT CENTER JOB REQUEST

DATE OF REQUEST _____ DATE NEEDED _____

SCHOOL _____ PHONE _____

REQUESTED BY _____

JOB TITLE/DESCRIPTION _____

NUMBER OF ORIGINALS _____ NUMBER OF COPIES _____

PRINCIPALS SIGNATURE _____

FINISHING INSTRUCTIONS

____ COLLATE

____ BIND (2) STAPLES

____ SORT

____ COPY FRONT TO BACK

____ STAPLE

____ SINGLE-SIDED

____ 3 HOLE PUNCH

SPECIAL INSTRUCTIONS _____

PLEASE FILL OUT ONE JOB REQUEST FORM FOR EACH PRINT JOB
PLEASE ALLOW 2 DAYS PRODUCTION TIME FOR HARDCOPY REQUESTS
ELEMENTARY SCIENCE, MATH, AND READWORKS MUST BE SUBMITTED
ONLINE. **NO HARD COPIES WILL BE ACCEPTED**

Nicole DiSano ndisano@johnstonschools.org

ATTENTION :

Per the Superintendent ----> Principals signature required for all Print Center Requests

Unsigned forms will be returned The Print Center will not perform the job requested.