

**Hutchinson Public Schools  
Form 147 Central Copying/Printing Form**

Date order: _____
Date needed: _____

Building \_\_\_\_\_

Charges are to be made to \_\_\_\_\_

Approved By: \_\_\_\_\_

(Signature of person requesting copy order) (Principal or Dept. Supervisor)  
*(The person ordering copies is liable for any copyright infringement under Title 17, U.S. Code.)*

**Brief description of item to be copied:**

\_\_\_\_\_ Number of originals (count each side as an original) \_\_\_\_\_

\_\_\_\_\_ Number of copies of each original \_\_\_\_\_

\_\_\_\_\_ Total number of copies requested \_\_\_\_\_

**Instructions to operator:**

	Regular	Astrobrite	
	<u>Paper Color</u>	<u>Regular Paper</u>	<u>Cover Stock</u>
___ Front Only	___ White	___ Mars	___ Magenta
___ Front & Back	___ Pink	___ Lunar	___ Blue
___ Reduction	___ Blue	___ Gamma	___ Green
___ Collated in Sets	___ Green	___ Terra	___ Green
___ Separate Stacks	___ Canary Yellow	___ Galaxy	___ Gold
___ Stapled-Upper left-hand	___ Goldenrod	___ Re-Entry	___ Red
Corner (1 staple)	___ Buff	___ Pulsar	___ Pink
___ Stapled-Left Side	___ Salmon	___ Lift-Off	___ Lemon
(2 staples)	___ Ivory	___ Cosmic	___ Orange
	___ Orchid	___ Planetary	___ Purple
	___ Gray	___ Celestial	___ Blue
	___ Tan	___ Fireball	___ Fuchsia
		___ Sunburst	___ Yellow

\_\_\_ 8 1/2" x 11" 20#  
\_\_\_ 8 1/2" x 14" 20# (white only)  
\_\_\_ 8 1/2" x 11" Index (white only) (3-1)  
\_\_\_ 11" x 17" (white only)

\_\_\_ 3 Hole Punch  
\_\_\_ Spiral binders  
\_\_\_ Cut 1/2, 1/4, other

\_\_\_ Booklet 5 1/2" x 8 1/2" **Additional charges apply for Astrobrite paper**

**Special Instructions:**

Central Copying Room V-103, Ext. 423

Outside Printing Vendor

Allow 2-4 Weeks for completion

**Orders to Outside Vendor** *(The person ordering the print job is liable for any copyright infringement under Title 17, U.S. Code.)*

**Job Description (Include special instructions)**

Proof emailed to \_\_\_\_\_ Phone \_\_\_\_\_

Quantity \_\_\_\_\_ Finished size \_\_\_\_\_

Paper \_\_\_\_\_ Weight \_\_\_\_\_ Finish \_\_\_\_\_ Color \_\_\_\_\_

Date sent to Printing Vendor \_\_\_\_\_ Amount: \_\_\_\_\_

**FOR BUSINESS OFFICE USE ONLY**

Total number of 8 1/2" x 11" 20# \_\_\_\_\_ (1-1)  
Total number of 8 1/2" x 14" \_\_\_\_\_ (2-1)  
Total number of 11" x 17" \_\_\_\_\_ (3-1)  
Total Astrobrite Paper \_\_\_\_\_ (3-1)  
Total Astrobrite Cover \_\_\_\_\_ (7-1)

**Requisition No.:** \_\_\_\_\_

BINDERS:  
Spiral \_\_\_\_\_ (60¢)  
Job Charges: \_\_\_\_\_