The Print Shop • Design Center • The mailCenter • Managed Print Services • The Teachers' Toolbox • City Centre Copies • District Imaging and Archive Center
Graphics **Enterprise** Services
ALBUQUERQUE PUBLIC SCHOOLS
912A Oak Street SE • Alb, NM 87106 • 505.842.3696 • Fax 505.842.3552

ETHNIC STUDIES PRINT REQUEST
INVOICE/ORDER FORM (GES/ES1)

Job Number

Routed to:

Fill the Above Invoice/Order Form to the best of your knowledge, noting that some fields will be completed by your Project Specialist.

CUSTOMER INFORMATION

Date of Order_____ Date Job Needed_____ Location_____ Loc. #_____

Please do not write ***ASAP*** or ***RUSH*** - Normal turn around time is 7-10 working days.

Contact Name_____ Phone/Cell_____ Email_____

Delivery of Job: ☐ Delivery ☐ Please Call for Pickup_____

ETHNIC STUDIES MATERIAL

Material_____

(PDF FILE) ☐ **# OF PAGES**

1 CLASS=30 ☐ **# OF CLASS**

For printing purposes, please combine all needed printed material(s) into a single pdf.

FINISHING AND BINDERY SPECIFICATIONS

☐ Three Hole Punch

☐ Binder (check only if binders needed, will be sized according to product)

DEADLINE EXTENDED
TO SUBMIT PRINT REQUEST
JUNE 30, 2017
Finishing option • 3-hole punch ***ONLY***

SPECIAL INSTRUCTIONS

GES USE ONLY

JOB COMPLETED BY _____ **DATE** _____

White = Accountant Yellow = GES Specialist Pink = Customer

REV 5.2017

Click adjacent Submit Form Button, to send pdf to APS Graphics Enterprise Services or simply print form and fax to 505.842.3552.

SUBMIT FORM