



# MORGAN COUNTY SCHOOL DISTRICT RE-3

715 West Platte Avenue  
Fort Morgan, CO 80701  
Phone 970-370-6114

## PRINTING REQUEST/BILLING FORM

School:	Budget Number:
Requested By:	Requisition Number:
Return To:	Number Of Originals:
Date Needed:	Number Of Copies:
Name Of Item Needed (Include Sample):	

Printing Instructions		<input checked="" type="checkbox"/> Yes
Color Copies		(additional cost)
Print back-to-back		
Collate		
Staple		Position
Fold		Size
Pad		
Bind		
Cut ✂		Size
3-Holes punched		

Paper	Color	Size
Copy Paper		
Special Colors		
Letterhead		
Cover Stock		
Carbonless		
2 Part		
3 Part		
4 Part		
Envelopes <input type="checkbox"/>		

Other Instructions:
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### Billing Information: To Be Completed By The Printer ☺

	Quantity	Unit Price	Total
Paper/Printing:			
2 <sup>nd</sup> Side Printing:			
Time:			
Other:			

Date Received In Shop: \_\_\_\_\_ Date Printed/Sent: \_\_\_\_\_ Total Amount \_\_\_\_\_