



 [1058 Fifth Avenue Jonesboro, GA 30236](#)

 (770) 473-2850

 mailer@clayton.k12.ga.us

Hours of Operation: Monday - Friday 8 am - 5pm

PRINTING SERVICES ONLINE ORDER FORM

JOB #: _____

Fields marked with an asterisk (*) are mandatory.

Fill out the order form in its entirety (if the section doesn't apply to your order, please skip to the next section).

** New Order: Modify Existing Order: Reprint Order:

Date * _____

Date Needed * _____

Name * _____

Department / School (Internal) * _____

School Name / Business Name * _____

Who's Responsible for Paying Bill * _____

Address _____

City, State, Zip _____

E-mail * _____

Phone Number * _____

Submitted / Authorized by: _____

PO # (if needed) _____

JOB INFORMATION

Type of Services Needed * _____

Description * _____

No. of Originals * _____

No. of Copies Needed * _____

1-sided or 2-sided * _____

Black Ink (default color) * _____

TYPE OF PAPER

Finish Size * _____

Paper Stock * _____

Color of Paper * _____

Carbonless _____

Tabs _____

BINDERY

THIS SECTION IS WHERE FINISHING REQUESTS CAN BE CHECKED.
(Please see the [Printing Terminology Page](#) for any items descriptions)

None	Fold
Collated	Laminate
Uncollated	Pads _____
Staple _____	Numbering Starting at: _____
Score	Perfect Binding
Perforate	Spiral Binding
3-Hole Punch (drill)	Shrink Wrap _____
Grommets _____	Trim to Bleed _____

MAILINGS (BULK)

THIS SECTION IS **ONLY** FOR INTERNAL CUSTOMERS
(SCHOOLS/DEPARTMENTS)

Standard Mail (200 or less pieces - all letters are the same)
First Class Mail (500+ pieces - all letters are personalized)

Type of Mailing * _____

Type of Services Requested * _____

Mailing List * _____

SPECIAL INSTRUCTIONS

If there's any additional information you would like to add that's not listed above, please type the information below and/or in the body of the email.

Example: Shrink wrap and bundle in 25.

For all **Graphic Design** orders, please also complete the [Graphic Request Form](#) and attached it in the e-mail along with the printing requisition.

Please email the Printing Requisition Form along with the digital file(s) to mailer@clayton.k12.ga.us. (PDF FILES PREFERRED) (Word, Publisher, PowerPoint and any other software programs can be submitted).

If you have not received an email confirmation for receipt of print job request, please contact [Tianna Lewis](#) at (770) 473-2850 or email us at mailer@clayton.k12.ga.us.