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This form must be filled out completely. Please print clearly.

Job Number

Employee Number

Date of Order _____ Date Job Needed _____ Dept. _____ **Special Education City Center**
Please do not write **ASAP** or **RUSH** - Normal turn around time is 7-10 working days.

Contact Name _____ Phone/Cell _____ Email _____

School _____ Loc. # _____ Payment Method: *Req. No. _____ **906570**

Delivery of Job: APS Interoffice Mail Call for pickup _____

GES Quote

Job Request and Print/Bindery Specifications



n2y Library MONTH _____

For additional print requests, please continue order on page 2

Title _____ Level _____ Pages _____ to _____ Single Sided Double Sided
Quantity _____ B/W Full Color 3-Hole Drill Spiral Laminated

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Monthly Lessons MONTH _____

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Lesson # _____ Grade Band Elementary Intermediate Middle School High School Transition Preschool Pages _____ to _____ Single Sided Double Sided
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News-2-You **Unique Learning System**

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Name of File for Print _____ Created By _____

Quantity _____ Laminated **Note: Collateral printed full color on white 8.5" x 11", 100# Cardstock Paper**

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GES Use Only

Job Completed by

Date



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Job
Number

Employee
Number

Job Request and Print/Bindery Specifications Continued



n2y Library

MONTH _____

Continued from page 1

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News-2-You



Unique Learning System

Continued from page 1

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