

# ORANGE PRESS™ Just click print.

Orange Public Schools Print Shop a Division of Orange Public Schools Business Office.

Please provide your contact information.

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ School / Department / Office \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

What are we printing for you today? \_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> <b>Flyer</b> <i>Circle a size.</i> 8.5x11 in. 5.5x8.5 in.	<input type="checkbox"/> <b>Brochure</b> <i>Circle one.</i> 1 Fold 2 Fold	<input type="checkbox"/> <b>Poster</b> <i>Upto 36"x48".</i> ____X____	<input type="checkbox"/> <b>Banner</b> <i>Upto 4'x7'.</i> ____X____	<input type="checkbox"/> <b>Postcard</b> <i>Circle a size.</i> 3x5 in. 4x6 in.	<input type="checkbox"/> <b>Newsletter</b> <input type="checkbox"/> <b>Invitations</b> <input type="checkbox"/> <b>Envelopes</b>
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<input type="checkbox"/> <b>Business Cards</b> <i>(if different from above)</i>	Name _____ Title _____ Tel. _____ Fax. _____ Email _____
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<b>Number of Copies</b> <input type="text"/>	<b>Number of Originals</b> <input type="text"/>	<b>Total Number of Pages</b> <input type="text"/>	<b>For Business Office Only</b> <b>Approved</b> <input type="text"/>
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<b>Print Color</b> <input type="checkbox"/> B/W <input type="checkbox"/> Color	<b>Paper Type</b> <i>Please check one.</i> <input type="checkbox"/> LTR (8.5x11) <input type="checkbox"/> LGL (8.5x14) <input type="checkbox"/> TABLOID (11x17)	<i>Please check one.</i> <input type="checkbox"/> Text 20lb. <input type="checkbox"/> Bond 24lb. <input type="checkbox"/> Cardstock 80lb. <input type="checkbox"/> Mixed	<i>Please check one. Orders requiring color paper must contact the print shop in advance.</i> <input type="checkbox"/> White <input type="checkbox"/> Buff <input type="checkbox"/> Yellow <input type="checkbox"/> Salmon <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Mixed
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<b>Simplex/Duplex</b> <input type="checkbox"/> 1 Sided-Print <input type="checkbox"/> 2 Sided-Print <input type="checkbox"/> Mixed	<b>Collating</b> <input type="checkbox"/> Group by page <input type="checkbox"/> Group by set	<b>Stapling</b> <input type="checkbox"/> Top Left <input type="checkbox"/> Top Right <input type="checkbox"/> 2 at Top <input type="checkbox"/> 2 at Left <input type="checkbox"/> Saddle Stitch (Book)
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**NOTE:** The Orange Print Shop is a Department under the management of the Business Office. All printing completed using the print shop and the Orange Board of Education's print resources are subject to the provisions below. All print and copy requests are subject to the approval of the School Business Administrator. Color printing/copy requests, posters, banners, and large volume black and white orders require the express prior approval of the Business Administrator. The Business Office reserves the right to decline the approval of any production requests including those which do not require prior approval. Denial of production services is at the discretion of the Business Administrator consistent with district policy and state rules for accounting and appropriate use. *Orange Regulations Manual Code R 2361 and R 4321. N.J.S.A. 18A:7-10.* Any person(s) found violating these provisions may be liable for misconduct and required to cover the costs of all unauthorized production. Reproduction of copyright protected materials prohibited. Exceptions permitted only under specific provisions of fair use. *17 U.S.C. § 107.* Print shop is not responsible for print or copy errors found in originals or as the result of an incomplete request form. Requestors accept all responsibility for such errors including costs.

