American School for the Deaf

PRINTWORKS

139 North Main Street, West Hartford, CT 06107
(860) 570-2295 (Voice) (860) 570-2222 (TTY)
(860) 570-2301 (Fax) printworks@asd-1817.org

Order #: _____ Date In: _____ Time: _____

Order Taker: _____ Date Due: _____ Time: _____

Customer Name: _____

Address: _____

Phone: (Day) _____ Phone: (Evening) _____

Other Phone: _____ Email: _____

- ☐ Call when ready
- ☐ Pick-up
- ☐ Delivery
- ☐ # of boxes: _____

Production

Color or B&W (circle one)

Color | B&W

Weight

Total # of Copies

[ ] x [ ] = [ ]

Total Clicks

Paper Size (circle one)

8.5 x 11
8.5 x 14
11 x 17
Transparency
[ ]
Other

Paper Type (circle one)

Standard
Color
White
Coated
Uncoated
[ ]
Other

Sides (circle one)

1 ▶ 1
1 ▶ 2
2 ▶ 1
2 ▶ 2
as ▶ is

Collation (circle one)

Collated
Uncollated

Business Cards (circle one)

B&W	Color
1 Side	2 Sided

Envelopes (circle one)

#10	#9	9x12	White
A-2	A-10	10x13	Brown

Finishing

Binding (circle one)

SPIRAL | VELO
WIRE | TAPE
COMB | STAPLE

Spine
Color Size
Covers
Front Back

Folding (circle one)

Custom

Cutting (circle one)

Custom

Stapling (circle one)

Restaple originals
Y or N
[ ]
Custom

Drilling (circle one)

Custom

Lamination (circle one)

Roll
Pouch
Size: _____
Trim: Y or N

NCR (circle one)

2 PART
3 PART
4 PART

Padding (circle one)

WHITE ORANGE
NCR

Technology & Instructions

Disk Acceptance

File Format:	Windows	Mac		
Media:	CD	Floppy Disk	Zip	
Application:	Word	Acrobat PDF	Illustrator	Quark
	Publisher	Powerpoint	InDesign	
	Excel	Picture It!	Photoshop	

Other: _____

File Name: _____ # of pages _____

Special Instructions

Quality

Proof OK ☐
Proof w/changes ☐
New Proof Required ☐

Proof Set	Production	Finishing	Final	Billed
Initials	Initials	Initials	Initials	Initials