

**REPROGRAPHICS ORDER**  
**DALLAS SCHOOL DISTRICT NO. 2**

SCHOOL \_\_\_\_\_  
REQUESTED BY \_\_\_\_\_  
CURRICULUM AREA \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_  
DATE NEEDED \_\_\_\_\_

<b># of Copies or Sets</b>  <b>No. of Originals</b> _____  <b>One Sided</b>  <b>Two Sided</b>  <b>Paper Size</b>	<b>Color</b>  <b>Cover Color</b> _____  <b>Index/Card</b>  <b>Carbonless</b>  <b># of sets</b> <b>2 part</b> <b>3 part</b>	<b>Collate</b> <b>Staple</b> <b>Fold</b> <b>Cut</b> <b>Pad</b> <b>Hole Punch</b> <b>Bind</b>
<b>NOTES AND/OR SPECIAL INSTRUCTIONS</b>		

**Please fill out all information clearly. Thank you.**

**Electronic Print Slip Directions**

(If you are sending a paper copy)

1. Fill out form from your desktop.
2. Make two copies (one for you if you wish and one to send with order).
3. Attach to printing and send in courier route.

(If you are sending an electronic copy)

1. Fill out form from your desktop.
2. Press "File and print if you would like a copy of print slip.
3. At the bottom of form press "Email to printing".
4. Attach file you would like printed .
5. Press "Clear all fields" to start over.