

# Request for Printing Services

Lafourche Parish School District Printing Department  
310 School Street  
Thibodaux, LA 70301-4965  
Phone: 985-447-3211



Description of Job? \_\_\_\_\_  
To expedite your job, please include a sample of exact repeats and repeats with changes.

Title of work \_\_\_\_\_

Date submitted: \_\_\_\_\_ Date needed: \_\_\_\_\_

New  
 Exact repeat of Job No. . . . . } \_\_\_\_\_  
 Repeat with changes from old Job No. . . . . }

Requesting office? \_\_\_\_\_  
Work will not be started without required information, authorized signature, and approval from the Supervisor.

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Office/School \_\_\_\_\_

Authorized Signature<sup>1</sup> \_\_\_\_\_  
Supervisor, Principal, Department Head

Printing specifications? \_\_\_\_\_  
The manager will be available to assist you with specifications and availability of ink, paper and other materials at tevery@mylpsd.com

Documents, sets or copies needed \_\_\_\_\_  Print one side  
Finished Size \_\_\_\_\_  Print both sides  
Pages submitted \_\_\_\_\_ [COUNT SINGLE SHEETS, WHETHER PRINTED ON ONE SIDE OR BOTH]  Print sides as in sample submitted





Paper weight \_\_\_\_\_ Paper Color \_\_\_\_\_ Ink Color \_\_\_\_\_

Printing orders will not be completed if ALL the proper information is not submitted.

For Booklets Only  
Paper weight \_\_\_\_\_ Paper Color \_\_\_\_\_ Ink Color \_\_\_\_\_  
Cover weight \_\_\_\_\_ Cover Color \_\_\_\_\_ Ink Color \_\_\_\_\_

For Carbonless Forms \_\_\_\_\_ part

Finishing? \_\_\_\_\_

Fold  not applicable  letter   half   accordion   double parallel   
 other [send sample and consult with manager at 447-3211]

Bind  side stitch  saddle stitch  pad ( \_\_\_\_\_ sheets per pad)  
 perfect bind  coil bind, color \_\_\_\_\_ [check for availability]

Drill  2-hole, side, standard  3-hole, side, standard  other [send sample]

Delivery instructions?  Call and I will pick up  Deliver through free mail  Send to schools [send list and count]

Additional information? \_\_\_\_\_

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School Board Authorization? Comments \_\_\_\_\_

For school board use, do not write in this area.

Approved  Not approved \_\_\_\_\_ Date \_\_\_\_\_  
Bernita Deville, Supervisor

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