

EAST BATON ROUGE PARISH SCHOOL SYSTEM  
**GRAPHIC ARTS GA**  
 REQUEST FOR SMALL FORMAT PRINTING

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Please provide a PDF version of the file. If you do not have the ability to generate the file in PDF format, send us the original electronic file the document was created in and we will then send you a PDF version for you to proof. Please be aware, if you need design work done you need to fill out a Request for Graphic Design Form. A turnaround schedule of five business days is the standard turnaround time for most jobs.

**CUSTOMER INFORMATION**

(Department/School)	(Title of Print Job)	(Date Needed)
(Employee Requesting)	(E-Mail Address)	(Telephone Number)
<b>QUANTITY</b>	(Funding Account To Charge)	(Authorizing Signature)
No Proof Required Proof Required	Customer Pickup Delivery	

BASIC PRINTING		
FINISHED SIZE	FOLDING	FINISHING
" X "	Half Fold Letter Fold Z Fold Quarter Fold Roll Fold (4-Panel) Accordion Fold (4-Panel) Double Parallel Fold Half-Double Parallel Fold	3-Hole Punched Slip Sheets After Set(s) Pad in sets of 25      100 50      200 Total Pads
PAPER TYPE		
60# Uncoated Text 80# Uncoated Cover 100# Uncoated Cover 120# Uncoated Cover 80# Coated Text 100# Coated Text 80# Coated Cover Gloss UV Coating	100# Coated Cover Gloss UV Coating 130# Coated Cover Gloss UV Coating #10 Envelope Plain Window Security Security Window	A2 Envelope A7 Envelope A9 Envelope Carbonless

SADDLE STITCHED BOOK		
60 Page/30 sheet limit (Page count must be divisible by 4)		
FINISHED SIZE	LANDSCAPE	COVER
Portrait 5.5X8.5 7X8.5 8.5X11	Landscape 5.5X8.5	B&W Color One-Sided Two-Sided Self Cover 80# Coated Cover Gloss UV Coating 80# Uncoated Cover 65# Cover Color Paper
INSIDE		
B&W Color 80# Coated Text 60# Uncoated Text		(Specify Color)

COIL BIND BOOK	
720 Page/360 sheet limit	
FRONT COVER	BIND LOCATION
B&W Color One-Sided Two-Sided 100# Coated Cover Gloss UV Coating 65# Cover Color Paper  (Specify Color)	Bind Top Bind Left Side
FINISHED SIZE	
Portrait 5.5X8.5 8.5X11 8.5X14 11X17*	Landscape 5.5X8.5 11X8.5 14X8.5 11X17*
* We cannot bind along the 17" side	
BACK COVER	INSIDE
B&W Color One-Sided Two-Sided Blank 100# Coated Cover Gloss UV Coating Black Vinyl 65# Cover Color Paper  (Specify Color)	B&W Color 80# Coated Text 60# Uncoated Text Tabs _____

STAPLED SETS		
100 Page/50 sheet limit		
FINISHED SIZE	INSIDE	
Portrait 5.5X8.5 8.5X11 8.5X14	Landscape 5.5X8.5 11X8.5 14X8.5	B&W Color 60# Uncoated Text
BIND LOCATION		
Single Staple Top Left Double Staple Left Side		
FRONT COVER		
B&W Color One-Sided Two-Sided Self Cover 80# Uncoated Cover 65# Cover Color Paper  (Specify Color)		
BACK COVER		
B&W Color One-Sided Two-Sided Blank Self Cover 80# Uncoated Cover 65# Cover Color Paper  (Specify Color)		

PERFECT BIND BOOK	
400 Page/200 sheet limit	
FINISHED SIZE	
Portrait 5.5X8.5 7X8.5 8.5X10	Landscape 5.5X8.5
INSIDE	
B&W Color 60# Uncoated Text	
COVER	
B&W Color One-Sided Two-Sided Coated One Side Cover Gloss UV Coating 65# Cover Color Paper  (Specify Color)	