

Request for Printing Services





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



Description of Job? _____ Title of work _____
To expedite your job, please include a sample of exact repeats and repeats with changes.
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 _____
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? _____
School Board Authorization? Comments _____
For school board use, do not write in this area.
 Approved Not approved _____ Date _____
Robby Lee, Director

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