

# Central Printing

Please download the forms from the website by going to [www.hobbsschools.net](http://www.hobbsschools.net), select DEPARTMENTS and CENTRAL PRINTING. Click on the link to read the instructions or download the form and save it someplace where you can find it. Make sure to check that the form you submit is the latest version. Options and prices may change with time. When you finish filling out the form you may print it to your local printer or save it to your computer.

The first page is called "Order". The second page is "Requisition". The person requesting the printing should fill out the Order page and send it, along with the file to be printed, to the person who will approve and submit the order.

## Print Request - Central Printing

Double click in boxes to make selection or just type an "X"

Requested by:	_____		
email:	_____		
Location:	_____	Date:	_____
Phone:	_____		
Need by:	_____		
<input type="checkbox"/>	Pony it over when it's done.	Number of original <b>Images</b> :	_____
<input type="checkbox"/>	Notify me when it's done and I'll pick it up.	Number of <b>Copies</b> :	_____

The top of the form has your contact and basic request information. When you click on the "Select Location" box a dropdown list will appear. You can type in your location or select it from the list. The number of original Images and number of copies, along with your other selections will be used to determine the charges. (Front and back are two images)

One Teacher pre form, if more than one teacher wants the same originals but in separated stacks or packets each teacher needs to fill out an order form and attach to the original copies. All original copies need to be on a full sheet of paper and staple free. Please do not combine one side only, two sided only, or more than one job on a form. What you send on a page is what you get. We do not correct or edit originals.

You can double click in the boxes or type a capitol X to select your options. If you need to remove an "X", single click on another cell and then double click the X you want to remove. (You can also use backspace or delete.) If you get a warning bar at the top of the form, click on the button to allow editing.

Fill in the number of original images and the number of copies. Our cost and your price is based on the number of prints that are made.

In the middle section you tell us about your job request.

Print Options	Paper Options	Finishing Options
<input type="checkbox"/> Black & White	<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> Staple Upper Left
<input type="checkbox"/> Color	<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> Two Staples Left Side
<input type="checkbox"/> One-Sided	<input type="checkbox"/> 11 x 17	<input type="checkbox"/> Two Staples Top
<input type="checkbox"/> Two-Sided	<input type="checkbox"/> 18 x 24 Poster	<input type="checkbox"/> Signature Booklet
<input type="checkbox"/> Collate <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>	<input type="checkbox"/> 24 x 36 Poster	<input type="checkbox"/> Tape Bound (B & W Machine Only) <input type="text"/>
<input type="checkbox"/> Uncollated <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/>	<input type="checkbox"/> Mount Poster	<input type="checkbox"/> 3 Hole Punch (Color Machine Only)
<input type="checkbox"/> Office Form Pads	<input type="checkbox"/> 8.5 x 11 Card Stock	Pick color under print options
<input type="checkbox"/> Colored Paper: <u>Select from available colors or supply paper</u>		

If you select Color, your job will be printed on the color machine, even if it is all black & white, and you will be charged for color copies. Why might you want to do that? The color machine can punch holes suitable for a 3 ring binder. The Black & White machine doesn't.

If you are printing one sided, you are charged for the sheet of paper and the cost of the copy on the machine. If you are printing two sided, you are charged once for the paper and the cost of putting two images on it.

If you have ten originals, want twelve copies and select Collate, you will get twelve sets of pages 1-10. If you select Uncollated, you will get ten stacks of 12 copies of page 1, 12 copies of page 2, 12 copies of page 3, etc.

Copies made on Letter paper (8.5 X 11) can be tape bound (40 to 120 pages not images). This is on the Black & White machine only. Select tape color Black, Blue or White.

If you want a book, select Signature Booklet originals need to be on a full sheet of paper (8½ by 11 and no more than 48 single images)

Paper size 8½ X 11 makes a book 5½ by 8½

8½ X 14 makes a book 7 by 8½

11 x 17 makes a book 11 by 8½ (white paper only will need to know in advance to order paper)

What if you want a document printed two sided with a cover printed in color? Select Color and Black & White as well as two sided and give any necessary details in the Additional Comments section. Your cover will be printed both sides on the color machine, (even if the second side has

no color). The cover will be combined with the rest of the pages when they are printed on the Black & White machine.

If you want your job printed on colored paper or card stock, check color paper or card stock and specify the color in the drop down menu.

Just a reminder we do not copy on any construction paper. We only carry paper that the warehouse supplies. Paper Color selections are on the form.

We do not make copies out of books. Make a copy of the pages that you want out of the book send those with your form to be copied.

Thought you might like know this that you can take pages out of a document pdf or word file and only sent the pages that we need to copy. Print to Microsoft -then print to pdf. link below <https://www.youtube.com/watch?v=zbmBtdcxbIY> .

Please remember and do not send copyright material.  
[http://www.educationworld.com/a\\_curr/curr280b.shtml](http://www.educationworld.com/a_curr/curr280b.shtml) .

Posters size 18 X 24 or 24 X 36 white paper.

If you want it mounted on foam board you will need to selected poster size and pick mount poster.

Office Form Pads images need to be already arranged on a full sheet of page before being sent to be copied. Smallest pad size 4 ½ by 5 ½. Please allow room to cut between pads. Allow at least 100 and no more 150 sheets of paper before cut to be made into pads.

As the order form is being filled out, squares in the requisition page are being filled in. It will show the total cost for the order. We do not take hand fill out forms.

When the form is complete, send it and the print file to the person at your location who will approve and submit the order. We will accept hard copy originals put on the pony, you can bring your order by, or email your form and files to your principal to [centralprinting@hobbsschools.net](mailto:centralprinting@hobbsschools.net) . PDFs are generally preferred.

**Due the amount of copies we copy please allow yourself plenty of turnaround time for copies.**