Print Shop Department, Bldg. #702
11914 Dragon Lane • San Antonio, Texas 78252-2647
Office 622-4390 • Fax 622-4391
TxEIS - Vendor #: 99815

REQUEST FOR PRINTING
(MUST Be Turned In To Rosalinda Arredondo @
The Print Shop Department, Bldg. #702
With Sample Copy & P.O. Request attached: )

PRINTING REQUEST FROM:
(Check " ✓ " Campus or Department)

- Southwestern High School
- SW Legacy High School
- 9th Grade Campus
- Crossroads Center
- Southwest Academy
- McAuliffe Middle School
- McNair Middle School
- Resnik Middle School
- Scobee Middle School
- Big Country Elementary
- Bob Hope Elementary
- Elm Creek Elementary
- Hidden Cove Elementary
- Indian Creek Elementary
- Kriewald Road Elementary
- Medio Creek Elementary
- Sky Harbor Elementary
- Southwest Elementary
- Spicewood Park Elementary
- Sun Valley Elementary
- Accounting Department
- Administrative Annex
- Assessments/Accountability
- Athletic Department
- Benefits
- Business & Finance
- Career Center
- Central Office
- Child Nutrition Services
- Community Education
- Curriculum & Instruction
- Distribution Center
- Facilities/Maintenance Services
- Fine Arts Department
- Health Services
- Hearing Office
- Human Resources
- Instructional Technology
- Library Services
- Media Center
- Multi-Language/Migrant Prog.
- N.J.R.O.T.C.
- Payroll Department
- PEIMS Department
- Police Department
- Public Relations
- Special Education Department
- Student & Outreach Services
- Substitute Calling System
- S.W.H.S. Band
- Technology Department
- Transportation Department
- Visiting Teachers

REQUEST FOR PRINTING should be Camera-Ready and NOT a Draft. Submit completed form at least ONE week in advance to Typesetter.
(If typeset is needed, additional week will be required.)

FORM REQUESTED:
☐ Needs to be "TYPESET" OR ☐ "CAMERA-READY"
( Make Revisions Of Any Kind )
( Ready To Print "As Is" )

Add Campus or Department Account Number(s): (BUDGET CODES)

<table>
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<tr>
<th>NO. OF PAGES</th>
<th>SINGLE SIDED</th>
<th>FRONT/ BACK</th>
<th>COLOR STOCK</th>
<th>CARBON-LESS</th>
<th>INK COLOR</th>
<th>JOB COLLATE</th>
<th>STAPLE</th>
<th>DRILL</th>
<th>BIND</th>
<th>COMPOUND</th>
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SPECIAL INSTRUCTIONS:

AUTHORIZED BY: ________________________  PROOFREAD BY: ________________________
☐ Administrator  ☐ Director  ☐ Principal  ☐ Other

SWISD-Updated 05.17 dgs