

PRINT SHOP REQUEST SUBMITTALS
from Riverview
(updated 11/12/11)

Have document ready at least 4 days prior to needing it back from the print shop.

E-mail or drop off copy of material for print to Principal for approval 1+ days ahead of submitting the print request. (Wait for Principal's approval before submitting for printing.)

At least a couple hours prior to submitting print request, send the following information to the school secretary:

- Title/name of print job
- # or originals (no double sided originals)
- # of copies needed
- Single or double sided
- Paper size
- Paper color
- Date needed returned

Secretary will enter your request into the District Print Shop's on-line order program.

Bring original document(s) to secretary, review print shop request form she's created and leave original & request to be sent to print shop in the inter-school 'pony' mail system. Riverview 'pony' pick-up is late morning. (If need print job request submitted faster, can drive the original and request form to print shop at Administrative Services Center on 28th St.)

Copies will be returned to Riverview via 'pony' - usually in a couple of days. (If need back sooner, can ask to allow for you to pick up job at print shop as soon as it's done).

[13527 NE 28th Street 98682](#)

Teal Complex, Administrative Services Center
(360) 604-4130

2011 Copy costs:

Letter size

Single side, white	\$.014
Double side, white	.02
Single side, color	.03
Double side, color	.05

Legal size

Single side, white	.02
Double side, white	.03