

Date _____
[] Check if this form replaces an earlier version

Printing Form

Return your Division Head by July 15

Area Name _____ Person Completing this Form

This form is to get you thinking about printing, and we are willing to help you get the material printed cheaply, on time, and with minimum hassle. Consequently, we want you to use this form to let your division head know what your printing needs are. We are strongly urging all areas to plan to have their printing completed and delivered to the clubhouse by about August 10. As you plan your printing, be aware it takes about two weeks to print things cheaply and in quantity.

Name of Job

Description of Job

Length _____ Number of Copies Needed _____

Print [] single-sided [] double-sided

Collate _____ Staple _____

Special Instructions