

# Custom Order Printing Request

## When to use a Custom Order Printing Request Form

This form is designed to order custom printing materials such as specialty NCR (carbonless copy) forms and custom printing materials that are **NOT** in the divisions Item Number drop down menu.

Custom Order Printing Request Forms can be found on the Print Shops website:

<http://phoenixunion.schoolwires.net/Page/22478>

## How to complete the form

**Download** the editable PDF from the Print Shop website

**SAVE** editable PDF to a file of to your desktop

Fill out editable PDF and provide as much information as possible (**correct account code**)

**SAVE** editable PDF (No need to scan editable PDF)

## **DO NOT EMAIL SCANNED PDF – Please email SAVE editable PDF**

Submit the editable Custom Order Printing Request PDF to the print shop  
([sjohnson1@phoenixunion.org](mailto:sjohnson1@phoenixunion.org)) for a job cost.

As soon as the job has been priced, it will be forwarded back to you to generate a requisition in division.

**The job will not go into production until the requisition has been generated and approved by all of the appropriate approvers.**

If you need any other assistance feel free to call the PUHSD Print Shop (602) 764-1663

Thanks,

Steve j