

Memorandum

To: WT Faculty & Staff
From: Shawn Wright-Browner & Print Shop Team
Date: May 2014
Re: 2014-15 Print Orders

All design, printing, and copy jobs **must be submitted on a Print Order Request Form in order to proceed and be processed.**

Submit all requests directly to **Alisha Burnstein**, JELCC Administrative Assistant.

Complete the entire form.

Please fill in the actual date needed! **Do not use ASAP.** When we receive print orders dated “ASAP” we have difficulty determining who should have priority. Using “ASAP” will actually delay your job unnecessarily.

Allow 3-6 weeks for all print jobs, including design work.

One form per job request.

Need *Print Order Request Forms*?: E-mail Alisha Burnstein to request addition forms.

Additional information may be found at www.jelcc.com.

If you have questions contact Alisha Burnstein at 317-259-5265 Ext. 44011 or via e-mail at aburnstein@msdwt.k12.in.us. Thank you for your help and cooperation.



Shawn Wright-Browner