

Clayton County Board of Commissioners

Communications Division

Printing Services

1330 Government Circle
Jonesboro, GA 30236

printshop@claytoncountyga.gov

Phone: 770-477-3562
Fax: 770-477-3616



Department

Date

Department Number

Account number to be charged

All requests must be submitted for In-House Print Services at least 4 weeks prior to the event/program. You must complete a Print Services work order. All information should be complete, accurate and design-layout ready (including text, logos, color schemes, size, etc.). Work orders will be processed in the order they are received, allowing up to 4 weeks to complete. Some orders may take longer.

Form Description

Job #	(PLEASE ATTACH SAMPLE FOR EACH FORM TO BE PRINTED)	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

In-House Print Services Include: Graphic Design-Layout, Full Color Brochures, Flyers, Letterhead Copies (Up to size 11x17)
All other orders, such as envelopes, 2, 3 and 4 part forms, letterhead (with special inks), business cards and specialty jobs (example door hangers) must be processed through MUNIS with a vendor of your choice or the Board of Education Print Services. Please e-mail us with any questions.

Check procedure to be preformed to job.

Folding - Type fold required

- Letter Half
- Two hole punch top
- Standard three hole punch left side

Staple:

- Staple upper left corner
- 2 Staples top
- 2 Staples left side
- Booklet
- Spiral Binding

Contact Name/Phone Number

Email: _____

Fax#: _____

Director/Authorized Representative