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# Fillable Form Order

Fund XX	Resource XXXX	Proj.Yr. X	Goal XXXX	Function XXXX	Object XXXX	School XXX	Mgmt. XXXX	Unit XXXX	%
01					5730	000			
(CDP: 12)					(Child Dev: 5753)				

JOB NO. R - \_\_\_\_\_

<b>Form Title</b>		<b>Date Prepared</b>	
<b>Contact Person</b>		<b>Phone</b>	
<b>Department / School / Agency</b>		<b>Date Requested</b>	
<b>Approval Signature</b> (Cabinet member)		Time-Dated Material* <input type="checkbox"/>	
		*Material that <b>must</b> be completed by a specific date	

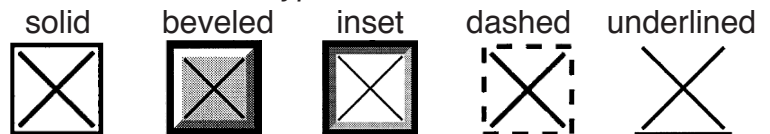
## FEATURES

(please provide a hard copy sample with notes and examples of all fields to be created)

### These options apply to all fields:

(Including text fields)

#### Type of outline:



#### Line thickness:



Number of fields on form: \_\_\_\_\_

Will it be posted online? \_\_\_\_\_

To use the features shown on this page, please send **two printed copies** of your form, one **blank** and one **with details** of all fields to be created to:

**Reprographics**  
 Attn: Matt Evans  
 mevans@sbceo.org  
 ext. 5240

### Check boxes:

#### Style:



All boxes can be checked by default.

#### Radio buttons:

Only a designated number can be activated at the same time (per set).  
 Style options above also apply



### Text and number field options:

(These options may vary for each individual field)

Alignment: left / center / right      Limit of: \_\_\_\_\_ characters

Specific font: \_\_\_\_\_

Format options: Choose # of decimal places, currency symbol, etc.

Date      Phone #      SSN  
 Percentage      Number      Zip code  
 Time      Custom

Calculation: Shows the function (+,x,avg.,min.,max.) of chosen fields

Required Field: Any field can be set as required to submit the form

### To be completed by Reprographics

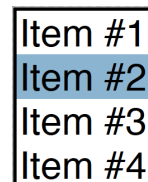
Qty	x	cost	
Base Rate: 1	x	30	= \$ 30
<b>PROOFS:</b> (No charge for 1 <sup>st</sup> two proofs. Enter as stats.)			
iR110: _____	x	_____	= \$ _____
Color: _____	x	_____	= \$ _____
Add'l. time: _____	x	_____	= \$ _____
_____:	x	_____	= \$ _____
_____:	x	_____	= \$ _____
<b>Total amount = \$ _____</b>			

### Other options:

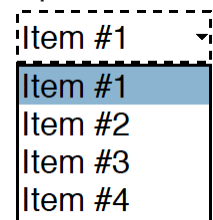
#### Color:

Any field, line, button, text or check style can be set to a specified color.

List box: Allow 1 or more item to be selected



Drop-down menu:



#### Button:

Send the form to a chosen email, or trigger other automation

**Submit Form**