

Print Shop Print Request

281-284-0026 • 2145 W. Nasa Blvd., Webster, TX 77598 • printshop@ccisd.net

Email this completed form, along with the document file(s) to be printed, to printshop@ccisd.net

PLEASE READ BEFORE SUBMITTING DOCUMENTS FOR PRINTING:

- All essential testing documents take precedent over regular nonessential printing. Please allow adequate time for your printing job to be completed.
- Documents sent to the Print Shop will be printed in the order received. Documents must be **print ready**.
- For large quantity jobs & color jobs, please contact the Print Shop at the above number or email to inquire about print turnaround time.
- Orders should be submitted a week prior to your requested completion date during normal production times. If you have an emergency, please call before submitting the order to see if we will be able to meet your request.
- Print jobs will **not** be accepted without the filled-in Print Request Form. Copy quantity **must** be **301** or more sheets.

Submitted by: _____ at: _____

Date: _____ Phone number: _____ E-mail: _____

Title of document: _____

Number of pages: _____ Number of copies needed: _____ Requested completion date: _____

Special instructions: _____

Printing Options

- | | | | | | |
|--|---|----------------------------------|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Black/white | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided | <input type="checkbox"/> Color 8.5x11; <i>10¢ per side</i> | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> Cover | <input type="checkbox"/> Front | <input type="checkbox"/> Back | <input type="checkbox"/> Color 11x17; <i>25¢ per side</i> | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> Business cards | | | <i>* ALL color jobs -- subject to approval*</i> | | |
| <input type="checkbox"/> 1 box (250 cards) <i>\$8.00</i> | <input type="checkbox"/> 2 boxes (500 cards) <i>\$16.00</i> | | | | |

Budget code required for all color/charge printing: _____

Paper

- Letter 20 lb. (8.5x11)
 - White Pink Green Gold Canary Buff Blue
- Letter 20 lb. Bright (8.5x11) **(Purchased/Charged through Teacher Center account)**
 - Bright Green Bright Orange Bright Pink Bright Yellow Bright Red Orchard (Light Violet)
 - Terrestrial Teal Orbit Orange Gamma Green Re-entry Red Venus Violet (dark)
- Cover/Index (8.5x11) Stock: White Blue Green Salmon Canary Buff Cherry *5¢ per sheet*
- Specialty Paper** (Tabloid, 11x17; Legal 8.5x14, etc) **(Purchased/Charged through Teacher Center account)**
- Carbonless Stock: (8.5x11 only) 2-part *20¢ per set* 3-part *30¢ per set* 4-part *40¢ per set*

Bindery Options

- 1 staple 2 staples 3-Hole punch Booklet/Half fold Tri-fold/C-fold Square Fold Binding *\$1.00 per book*
- GBC Punch (18 holes) Spiral Punch (30 holes) **Notepads** *25¢ per notepad; minimum 10 notepads*

The following services are available with binding supplies purchased/charged through Teacher Center account.

- ProClick Punch (22 holes) ProClick Binding GBC Binding Spiral Binding