

Printing for PTA, Booster Clubs, & CCISD Non-Curriculum/Non Essential

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

Email this completed form, along with the document files to be printed to printshop@ccisd.net.

PLEASE READ BEFORE SUBMITTING DOCUMENTS FOR PRINTING:

- All essential testing documents take precedent over regular nonessential printing, so please allow adequate time for your printing job to be completed. Copy quantity must be 301 or more sheets for submission to the Print Shop.
- Documents sent to the Print Shop will be printed in the order received. Documents *must be* print ready.

Cash or check is the only acceptable forms of payment. Campus(es) cannot be billed.

| ONE SIDED | Size | Paper | TWO SIDED | Size | Paper |
|-------------|--------|---------------------------------|-------------|--------|---------------------------------|
| Black/White | 8.5x11 | 5¢ | Black/White | 8.5x11 | 10¢ |
| | 11x17 | 10¢ | | 11x17 | 20¢ |
| Color | 8.5x11 | 10¢ | Color | 8.5x11 | 20¢ |
| | 11x17 | *See Specialty Paper note below | | 11x17 | *See Specialty Paper note below |

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; 10¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> B&W 11x17 | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided | <input type="checkbox"/> Color 11x17; 25¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> Cover | <input type="checkbox"/> Front | <input type="checkbox"/> Back | | | |

** ALL color jobs -- subject to approval**

Paper

- Letter 20 lb. (8.5x11)
 - White Pink Green Gold Canary Buff Blue
- Letter 20 lb. Bright (8.5x11) **(Purchased through Teacher Center)**
 - 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) **(Supplied by customer or purchased through Teacher Center)**
- Carbonless Stock: (8.5x11 only) 2-part 30¢ per set 3-part 40¢ per set

Bindery Options

- 1 staple 1¢ per piece 2 staples 2¢ per piece Booklet/Half fold 1¢ per piece Tri-fold/C-fold 1¢ per piece
- Square Fold Binding \$1.00 per book Notepads 35¢ per notepad; minimum 10 notepads

The following services are available with binding supplies purchased/charged through Teacher Center account. PTA or Booster Clubs must pay by cash or check.

- ProClick Punch (22 holes) Spiral Punch (30 holes) Spiral Binding ProClick Binding
- GBC Punch (18 holes) GBC Binding