



REQUEST A QUOTE

DALLAS ISD PRINTS FOR THE PUBLIC!

(972) 925-3178 HUB 2525 S. Ervay Dallas, Texas 75125

(972) 925-3151 COPY CENTER 9400 North Central Expressway Dallas, Texas 75231 Suite 110

DESIGN. PRINT. INSPIRE.

Business or Company Name:

Name:

Project Due Date:

Email:

Project Max Budget:

Phone:

Project Payment Method: Business/Company Funded

Personal Funds: Check Credit/Debit Card Exact Cash

PROJECT NAME:

BRIEF DESCRIPTION OF PROJECT:

SIZE:

QUANTITY:

OPTIONS AND UPGRADES:

PAPER/MATERIAL:

- 28lb Plain Paper
- 60lb Plain Paper
- Gloss Cardstock Paper
- Matte Cardstock Paper
- Gloss Brochure Paper
- Matte Brochure Paper
- Coated 12-15 PT Paper (super thick)
- Label/Adhesive
- Letterhead
- Carbon Copy: 2 pc 3pc 4pc
- Envelopes: V-Flap Bar-Flap
- Tabs:
- Colored Paper:
- Custom/Other:

BINDERY:

- Coil Binding
- Comb Binding
- Saddle-stich Binding
- Folding
- Perforating
- Hole Drilling
- Padding
- Lamination
- Adhesive Lamination
- Mounting
- Envelope Inserting
- Binder Assembly
- Shrink Wrapping
- Custom/Other:

SIZE GUIDE

Standard Sizes:

- 3.5 x 2 Business cards
- 5 x 3 Index cards
- 4.25 x 5.5 1/4 of letter size
- 5 x 7 Invitation size
- 5.5 x 8.5 Half Page
- 6 x 9 Postcard
- 8 x 10 Photo Frame
- 8.5 x 11 Letter
- 11 x 17 Tabloid
- 13 x 19 Wall Calendar
- 12 x 18 Small Poster/Yard Sign
- 18 x 24 Large Yard Sign

Large Format Sizes:

- 16 x 20
- 18 x 24
- 20 x 30
- 24 x 36
- 36 x 38
- 50 x 52

Banner Sizes:

- 48 x 24
- 72 x 36
- 96 x 48
- 120 x 48
- 144 x 48

PROJECT NOTES

OTHER NOTES ABOUT MY PROJECT:

GRAPHIC DESIGN:

ART IS READY FOR PRINT: Email ready-for-print PDF file, no design or editing is needed.

DESIGN SERVICES NEEDED: Please provide text and design notes.

INCLUDE THIS TEXT IN MY DESIGN



Graphics Department

VISIT OUR WEBSITE:
www.dallasisd.org/graphics

EMAIL FORM TO:
graphicsinfo@dallasisd.org