



# Printing Request Form

**YOU CAN SEND THIS FORM ELECTRONICALLY.**

Go to the ECISD Web Site. Go to Departments, Print & Mail Services and Electronic Printing Request Form.  
**DO NOT USE THIS FORM TO ORDER YOUR WHITE PAPER.**

DEPARTMENT OR CAMPUS: \_\_\_\_\_ DEPT./CAMPUS CODE #: \_\_\_\_\_

DATE SENT IN: \_\_\_\_\_ / DATE NEEDED: \_\_\_\_\_ PHONE NUMBER/EXT: \_\_\_\_\_

<b>BUDGET NUMBER TO BE CHARGED</b>	_____ Authorized Signature
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**JOB DESCRIPTION:** (EXAMPLE- EXPRESSIONS NEWSLETTER, STUDENT HANDBOOK, ETC.)

NUMBER OF ORIGINALS:	ORIGINALS ARE:
	<input type="checkbox"/> 1 SIDED <input type="checkbox"/> 2 SIDED

NO. OF COPIES/SETS NEEDED:	COPIES TO BE:
	<input type="checkbox"/> 1 SIDED <input type="checkbox"/> 2 SIDED

<p style="text-align: center;"><b><u>PAPER</u></b></p> <input type="checkbox"/> 20# WHITE <input type="checkbox"/> 20# PASTEL- _____ <input type="checkbox"/> 60# BRIGHT- _____ <input type="checkbox"/> OTHER- _____ <p style="text-align: center;"><b><u>CARD</u></b></p> <input type="checkbox"/> 67# WHITE <input type="checkbox"/> 67# COLOR- _____ <input type="checkbox"/> 65# BRIGHT- _____ <input type="checkbox"/> OTHER- _____ <input type="checkbox"/> OTHER- _____ <p style="font-size: small;"><i>67# Card is recommended for use in the Copiers &amp; Risos.</i></p>	<p style="text-align: center;"><b><u>NCR PAPER</u></b></p> <input type="checkbox"/> 2 - PART <input type="checkbox"/> 3 - PART <input type="checkbox"/> 4 - PART	<p style="text-align: center;"><b><u>SIZE</u></b></p> <input type="checkbox"/> 8.5 X 11 <input type="checkbox"/> 8.5 X 14 <input type="checkbox"/> 11 X 17 <input type="checkbox"/> OTHER _____	<p style="text-align: center;"><b><u>ENVELOPES</u></b></p> <input type="checkbox"/> #10 REGULARS <input type="checkbox"/> #10 WINDOW <input type="checkbox"/> OTHER _____	<p style="text-align: center;"><b><u>BINDING</u></b></p> <input type="checkbox"/> COLLATE <input type="checkbox"/> STAPLE <input type="checkbox"/> FOLD _____ <input type="checkbox"/> PAD IN 50'S <input type="checkbox"/> PAD IN 100'S <input type="checkbox"/> PLASTIC BIND <input type="checkbox"/> 3-HOLE PUNCH  <input type="checkbox"/> OTHER _____ _____
<p><u>OTHER INSTRUCTIONS OR NOTES:</u></p>				

**BLANK PAPER ORDERS/NOTES**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**PRINT SHOP USE ONLY:**

PRINTED ON: \_\_\_\_\_  
name of machine(s)

COPIER COST: \$ \_\_\_\_\_ X \_\_\_\_\_ NO. OF IMPRESSIONS = \$ \_\_\_\_\_

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BINDING COSTS: \$ \_\_\_\_\_ X \_\_\_\_\_ NO. OF IMPRESSIONS = \$ \_\_\_\_\_

MATERIALS COST: \$ \_\_\_\_\_ X \_\_\_\_\_ NO. OF \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER COSTS: \$ \_\_\_\_\_ X \_\_\_\_\_ NO. OF \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER COSTS: \$ \_\_\_\_\_ X \_\_\_\_\_ NO. OF \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER COSTS: \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER: \_\_\_\_\_

TOTAL COST.....= \$ \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
(Printer - sign when job is complete and ready for delivery)