EDUCATION SERVICE CENTER REGION 11

Print Shop

External Job Ticket

Please submit this ticket to printservices@esc11.net and you will receive a quote within 2 business days.
If you have any questions or concerns please reach out to us at printservices@esc11.net.

Name: _____ **Due Date:** _____

Email: _____ **Date of Event:** _____

Job Name: _____ **Submitted Date:** _____

Organization: _____ **Phone Number:** _____

Form of Payment: _____

Purchase Order Number: _____

Rush Fee: ☐
Any order submitted within 2 business days or less of their due date will incur a 20% rush fee.

Number of Copies: _____ **Number of Pages:** _____

Job Description

Black and White Printing
- ☐ One-Sided
- ☐ Two Page to Double-Sided
- ☐ Double-Sided
- ☐ Collate

Color Printing
- ☐ One-Sided
- ☐ Two Page to Double-Sided
- ☐ Double-Sided
- ☐ Collate

Finishing
- ☐ Staple: Upper Right Corner
- ☐ Staple: Upper Left Corner
- ☐ Staple: Landscape
- ☐ 3-Hole Punch
- ☐ Tabs: Bank Quantity _____
- ☐ Cut: _____
- ☐ Hand Punching & Coiling

Fold
- ☐ Half
- ☐ Tri Fold
- ☐ Image In
- ☐ Image Out

Lamination
- ☐ Laminating Size: _____
- ☐ Trim Out

Cardstock
- ☐ Letter (8.5" x 11") 65lb
- ☐ Letter (8.5" x 11") 80lb
- ☐ Letter (8.5" x 11") 100lb
- ☐ Ledger/Tabloid (11" x 17") 65lb (Vellum)
- ☐ Ledger/Tabloid (11" x 17") 65lb
- ☐ Ledger/Tabloid (11" x 17") 80lb
- ☐ Ledger/Tabloid (11" x 17") 100lb
- ☐ Arch B (12" x 18") 80lb
- ☐ Arch B (12" x 18") 100lb

Speciality Paper
- ☐ Color Paper Stock 28lb (8.5" x 11")
- ☐ Color Cardstock 65lb (8.5" x 11")
- ☐ Legal (8.5x14) 20# Copy Paper
- ☐ Certificate Paper (8.5" x 11")
- ☐ 2-part Forms (8.5" x 11" Carbon-less) Per Set
- ☐ 3-part Forms (8.5" x 11" Carbon-less) Per Set
- ☐ Other:

Binding / Booklet
- ☐ Saddlestich without Cardstock Cover
- ☐ Saddlestich with Cardstock Cover
- ☐ Coil Binding with Cardstock Cover
- ☐ Coil Binding with Clear Cover & Black Backing

Posters
- ☐ 16 x 20 Poster
- ☐ 18 x 24 Poster
- ☐ 20 x 30 Poster
- ☐ 24 x 36 Poster
- ☐ 16 x 20 Poster Mounted
- ☐ 20 x 30 Poster Mounted
- ☐ 24 x 36 Poster Mounted

Banners & Signs

Banners and Signs must be submitted 4 weeks before the due date.

- ☐ 33" x 80" Retractable Banner w/ stand
- ☐ 33" x 80" X-Frame w/ stand
- ☐ 4" x 8" Banner
- ☐ 3" x 8" Banner
- ☐ Yard Sign with Stake

Business Cards (1 Box = 264 Cards)

- ☐ Single Sided
- ☐ Double Sided

Visit bit.ly/esc11businesscard **or scan the QR code to submit your business card request.**

Once you receive your business card artwork, you can then submit a Print Shop Ticket for printing.

Branded Materials

Please list the branded items you are requesting, along with the quantity for each.

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Print Shop Quote

Notice: If a reprint is required due to changes or overlooked errors in a document after proof approval, the customer is responsible for any associated costs.Printing will only commence once a purchase order (PO)/payment is submitted.

Name: _____ **Due Date:** _____

Form of Payment: _____ **Purchase Order #:** _____

Email: _____ **Reference Number:** _____

Number of Copies: _____ **Number of Pages:** _____ **Rush Fee:** ☐

For Print Shop Use Only:

Category	# of Items	Price Per	Total
Black and White Printing			
Color Printing			
Paper			
Speciality Paper			
Cardstock			
Punching and Coiling Fee			
Cutting Fee			
Business Cards			
Coils			
Clear Covers & Black Backings			
Posters *(Printed and/or Mounted)*			
Banners and Signs			
Lamination			
Bank of Tabs			
Printing of Tabs			
ESC Branded Items			
20% Rush Fee			
Design Fee			
10% Outside Entity Fee			
Other:			
Total Job Cost			

Print Shop Notes:

Date: _____ **Quoted by:** _____