

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 curriculum documents take precedent over regular nonessential printing, so please allow adequate time for your printing job to be completed. Color copy quantity **must** be 300 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	25¢	Color	8.5x11	50¢
	11x17	50¢		11x17	\$1.00

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

- Black/white 1-sided 2-sided
 B&W 11x17 1-sided 2-sided
 Cover Front Back

- Color 8.5x11; 25¢ per side 1-sided 2-sided
 Color 11x17; 50¢ per side 1-sided 2-sided

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

Paper

Letter 20 lb. (8.5x11)

White Pink Green Gold Canary Buff Blue Orchid

Cover/Index (8.5x11) Stock: White Blue Green Salmon Canary Buff Cherry

Carbonless Stock: (8.5x11 only) 2-part 30¢ per set 3-part 40¢ per set Discontinued **one ream minimum for carbonless stock**

5¢ per sheet
\$10 per ream

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

- Letter 20 lb. Bright (8.5x11) **Specialty Paper** (Tabloid, 11x17)
 Bright Green Bright Orange Bright Pink Bright Yellow Bright Red Spiral Binding GBC Binding
 Terrestrial Teal Orbit Orange Gamma Green Re-entry Red Venus Violet (dark)

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
 Spiral Punch (30 holes) GBC Punch (18 holes)

Color Options:

