FOR VIEWING PURPOSES ONLY

PINELLAS COUNTY SCHOOLS

PLEASE PRESS FIRMLY

REQUISITION FOR CENTRAL PRINTING SERVICES

(1) COST CENTER/NAME	**(2)** PHONE	EXT.	IS THIS FOR A DATED EVENT? ☐ YES ☐ NO	**(3)** DATE ORDERED	
(4) CONTACT PERSON	**(5)** PICK-UP ☐	CALL NUMBER	**(5)** DELIVER ☐	DATE OF EVENT	**(6)** DATE NEEDED
(7) AUTHORIZED SIGNATURE	**(8)** ADDRESS - Center for Delivery, Floor, Room Number				
(9) NAME OF JOB SUBMITTED				**(10)** PCS FORM NUMBER (IF APPLICABLE)	

(11) FUND	**(12)** GENERAL LEDGER	**(13)** FUNCTION	**(14)** OBJECT	**(15)** COST CENTER	**(16)** PROJECT	**(17)** SUB. PROJECT/PROGRAM
			0511			

(18) QUANTITY	**(19)** NUMBER OF PRINTED ORIGINALS	**(20)** NUMBER TWO-SIDED	**(21)** NUMBER ONE-SIDED

(22) DO YOU WANT A WRITTEN ESTIMATE? Yes ☐ No ☐ ESTIMATE _____ DATE _____

(23) SPECIAL INSTRUCTIONS: *Please provide a sample or mock-up.*

FINISHED SIZE (24)

- ☐ 2 x 3 1/2
- ☐ 3 X 5
- ☐ 4 1/4 x 5 1/2
- ☐ 5 1/2 x 8 1/2
- ☐ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ 11 x 17
- ☐ _____
- ☐ _____

Large Format Posters/Banners:

- ☐ 18 x 24
- ☐ 24 x 36
- ☐ _____

INK COLOR (25)

- ☐ BLACK AND WHITE
- ☐ COLOR

PREPRESS (26)

- ☐ HARD COPY PROVIDED
- ☐ ELECTRONIC FILE
  - ☐ MEMORY STICK
  - ☐ E-MAIL Send to: centralprintingservices@pcsb.org

STOCK (27)

TEXT

- ☐ BOND / XEROGRAPHIC
- ☐ OFFSET WT. _____
  - ☐ GLOSS
  - ☐ MATTE
- ☐ LABELS
- ☐ WRITING (Letterhead)
- ☐ LINEN
- ☐ _____

COVER

- ☐ BRISTOL
- ☐ COVER WT. _____
- ☐ INDEX

FINISH

- ☐ GLOSS
- ☐ MATTE
- ☐ LINEN
- ☐ CAST COATED
- ☐ _____

POSTERS/BANNERS

- ☐ PREMIUM BOND
- ☐ PHOTO GLOSS (MAC MEDIA)
- ☐ INDOOR BANNER VINYL

CARBONLESS

- ☐ 2 PART WH / YEL
- ☐ 3 PART WH / YEL / PINK
- ☐ 4 PART WH / YEL / PINK / GLD
- ☐ 5 PART WH / GRN / YEL / PINK / GLD

ENVELOPES

- ☐ #9 REGULAR
- ☐ #9 WINDOW
- ☐ #10 REGULAR
- ☐ #10 WINDOW
- ☐ 4 BAR
- ☐ 5 1/2 BAR
- ☐ 6 BAR
- ☐ 9 X 12
- ☐ _____

COLOR

- ☐ WHITE
- ☐ LUNAR BLUE
- ☐ BLUE
- ☐ CANARY
- ☐ GOLD
- ☐ GRAY
- ☐ GREEN
- ☐ IVORY
- ☐ ORANGE
- ☐ PINK
- ☐ RED
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

BINDERY (28)

- ☐ COLLATED ☐ UNCOLLATED
- ☐ NO STAPLE ☐ STAPLE CENTER
- ☐ UPPER LEFT ☐ UPPER RIGHT
- ☐ STAPLE SIDE
- ☐ 3-HOLE DRILL
  - ☐ SIDE 11" ☐ TOP 8 1/2"
- ☐ PERFECT BIND
- ☐ PAD
  - NO. IN PAD _____
- ☐ SHRINK WRAP
  - NO. IN PKG. _____
- ☐ GBC COMB BINDING
- ☐ TRIM/CUT
- ☐ PERFORATE
- ☐ FOLD/SCORE
- ☐ NUMBER
  - START _____
  - FINISH _____
- ☐ LAMINATE
- ☐ FOAM CORE MOUNTED

CENTRAL PRINTING SVS. ONLY (29)

☐ 2PT ☐ 3PT ☐ 4PT

Total Impressions

8.5x11		11x17
_____	1-sided white	_____
_____	2-sided white	_____
_____	1-sided color	_____
_____	2-sided color	_____
_____	1-sided bristol	_____
_____	2-sided bristol	_____
_____	1-sided Color Copies	_____
_____	2-sided Color Copies	_____
_____	Slip Sheets	_____

Color _____ B/W _____

COMPLETED BY: _____

DATE _____

SAMPLE

REQUISITION FOR CENTRAL PRINTING SERVICES
PCS Form 3-297

Item #

1-6 Please do not leave anything blank, and dates must be in the form of a numeric date.

7 AUTHORIZED SIGNATURE - Signature of person authorized to approve expenditures for the cost center or project.

8 ADDRESS - Center for Delivery, Floor, Room Number, Department or cost center where the job is to be delivered. Administration Building personnel please include floor and room number.

9 NAME OF JOB SUBMITTED - Name or title of job. Be specific, e.g.: Budget Book, Savings Bond Memo, Application for Administrative Assistant, etc.

10 PCS FORM NUMBER - If the job submitted is a PCS form, please write form number in the appropriate area.

11-17 Refer to TERMS packet for information regarding coding.

18 QUANTITY - Number of copies you require of the original(s) you submitted.

19 NUMBER OF PRINTED ORIGINALS - Total number of originals, pages, sides. If the copy you send in is already two-sided, it is considered as two originals. Please count and number all originals. Do not count blank pages.

20 NUMBER TWO-SIDED - Number of finished pieces, sheets or pages two-sided.

21 NUMBER ONE-SIDED - Number of finished pieces, sheets or pages one-sided.

22 DO YOU WANT A WRITTEN ESTIMATE? - Check the appropriate box - estimates good for 30 days. A written estimate will be sent for you to approve and return before the job is started. NOTE: Sample of job, a complete cost strip and an authorized signature must be submitted before estimate can be given.

23 SPECIAL INSTRUCTIONS: - Explanations, directions, instructions. Any additional comments.

24 FINISHED SIZE - The size of the card, sheet, book, etc. after Central Printing Services has completed the job. Please check the appropriate box or write in the finished size on the line provided if it differs from those listed. Example: You submit a program to be printed and folded in half. Your original is 8 1/2 x 11, but the finished size is 5 1/2 x 8 1/2. Check the box next to 5 1/2 x 8 1/2.

25 INK COLOR - Color of ink for printing. Black&White/Grayscale or Color.

26 Prepress - Any service required to prepare your document for printing. If hard copy is provided, it will be considered “ready to print as submitted”. If original copy is in poor quality, you will be contacted as to whether you want it reset. Rough drafts must be typewritten. Electronic files are preferred (PDFs, memory sticks and Word Documents).

27 STOCK - Type of paper and color or envelope on which you want your job printed. Standard paper is bond/xerographic. Card stock is bristol. Multiple page forms are carbonless. (Be sure to specify how many parts.) Envelopes come in various sizes. The standard size is #10 regular.

28 BINDERY - Service provided after your job is printed or copied. Most are self-explanatory. If you check “Pad” or “Shrink Wrap,”please specify the number of sheets, forms, books, etc. in each pad or package. “Perfect Bind” is a wraparound cover, such as the Personnel Directory or Budget Book. “Number” requires a beginning and ending number. “GBC” means binding with plastic combs.

29 CENTRAL PRINTING SERVICES ONLY - Do not write in this area.