

# PUBLICATIONS ORDER FORM v3.1



Email to [Pubreqorders@dentonisd.org](mailto:Pubreqorders@dentonisd.org) along with your print file(s).

## 6. What type of item(s) do you want to order?

**1. Name of your School / Building**

Name of your Department (if applicable) Phone # / Ext.

Your Name

**2. File Name / Document Name**

How many copies/sets do you want? How many pages are in the document(s)?

Today's Date Date Needed

**3. How are you paying for this order?**

School or Department Budget  PTA or Booster Club  
 Paying for it personally  Other

**BUDGET CODE NUMBER:**  
 (This is REQUIRED for payments from schools or departments.)

**PURCHASE ORDER NUMBER:**  
 (This is REQUIRED for payments from schools or departments.)

Order Approved By:

**4. How did you send your file(s)?**

Email  Intercampus mail

**Do your files contain copyrighted works?**

Yes  No

If "Yes", write your initials to certify that you have permission to print them:

**5. Special Instructions**  
 (If it's too long to write here, write it in the accompanying email.)

**1. Copies/Flyers**

8.5x11 inches  
 11x17 inches  
 12x18 inches

Black Printing  
 Color Printing

Paper (White)  
 Cardstock (White)  
 Color Paper / Card. (8.5x11 Only)

1-Sided  
 2-Sided

**Finishing**

Laminate (Cardstock Only)  
 1-Corner-Staple  
 2-Staple  
 Half-Fold  Tri-Fold  
 Drill Hole / Hole Punch  
 3-Hole Punch (for binders)  
 Cut into: \_\_\_\_\_  
 Stack by pages (1-1-1, 2-2-2, 3-3-3)  
 Stack by sets (1-2-3, 1-2-3, 1-2-3)

**2. Notepads**

4.25x5.5 inches  
 5.5x8.5 inches  
 8.5x11 inches

Black Printing  
 Color Printing

Paper (White)  
 Color Paper

**3. Posters/Banners (ALWAYS IN COLOR)**

11x17 in. cardstock  
 12x18 in. cardstock  
 20x30 or 24x30 in. non-tearing poster paper (or vinyl material)  
 Custom Size \_\_\_\_\_ inches

Vinyl Material (for banners)  
 Laminated (non-vinyl only)  
 Foam Board Back (20x30 inches only)  
 With Grommets

**4. Yard Signs (24"x18" Only)**

With Stake  No Stake  2-sided

**5. Stickers**

2 Inches  2.5 Inches  3 Inches  
 Custom Size: \_\_\_\_\_ Inches

**6. Labels**

Black Printing  Avery label number: \_\_\_\_\_  
 Color Printing

**7. Books/Programs**

5.5x8.5 inches  
 8.5x11 inches

Black-Printed Cover  
 Color-Printed Cover

Paper Cover (White)  
 Cardstock Cover (White)  
 Color Paper / Cardstock Cover

Black-Printed Interior Pages  
 Color-Printed Interior Pages

1-Sided Interior Pages  
 2-Sided Interior Pages

**Finishing**

Laminate Cover  
 Tab Inserts  
 Cardstock Inserts  
 3-Hole Punch

**Please choose a binding method**

1-Corner-Staple  
 2-Staple at Spine  
 Spiral Binding  
 GBC Binding (similar to spiral)  
 Tape Binding  
 Binder Rings

**8. Cards (Postcards, Notecards, etc.)**

5.5x4.25 inches  
 5.5x8.5 inches  
 Custom Size: \_\_\_\_\_ in.

1-Sided Printing  
 2-Sided Printing

Black Printing  
 Color Printing  
 Cardstock (White)  
 Color Cardstock

Fold  Envelopes

**9. NCR Forms (Carbonless Forms)**

2-Part  3-Part

**10. Car Tags/Backpack Tags**

Black Printing  Cardstock (White)  
 Color Printing  Color Cardstock

Please specify the numbers you would like and the number of sets you want in the special instructions or accompanying email.

**11. Tabs**

Please specify the names for each tab in the special instructions or accompanying email.

**12. Other**

Please specify what you want in the special instructions section or accompanying email.

### COLOR PAPER/CARDSTOCK OPTIONS (IF APPLICABLE)

Pastel Paper	Astrobright Paper	Pastel Cardstock	Astrobright Cardstock
<input type="checkbox"/> Blue	<input type="checkbox"/> Blue (Celestial)	<input type="checkbox"/> Blue	<input type="checkbox"/> Blue (Lunar)
<input type="checkbox"/> Buff	<input type="checkbox"/> Blue (Lunar)	<input type="checkbox"/> Cream	<input type="checkbox"/> Green (Kelly)
<input type="checkbox"/> Cherry	<input type="checkbox"/> Green (Kelly)	<input type="checkbox"/> Gold	<input type="checkbox"/> Green (Lime)
<input type="checkbox"/> Gold	<input type="checkbox"/> Green (Lime)	<input type="checkbox"/> Gray	<input type="checkbox"/> Orange (Cosmic)
<input type="checkbox"/> Gray	<input type="checkbox"/> Orange (Cosmic)	<input type="checkbox"/> Green	<input type="checkbox"/> Orchid (Outrageous)
<input type="checkbox"/> Green	<input type="checkbox"/> Pink (Pulsar)	<input type="checkbox"/> Ivory	<input type="checkbox"/> Pink (Pulsar)
<input type="checkbox"/> Ivory	<input type="checkbox"/> Purple (Planetary)	<input type="checkbox"/> Pink	<input type="checkbox"/> Purple (Planetary)
<input type="checkbox"/> Orchid	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red (ReEntry)
<input type="checkbox"/> Pink	<input type="checkbox"/> Yellow (Solar)		<input type="checkbox"/> Red (Rocket)
			<input type="checkbox"/> Yellow (Solar)

### FOR PUBS STAFF TO FILL OUT PLEASE DO NOT FILL THIS SECTION OUT AS A CUSTOMER

Copied By \_\_\_\_\_ Date \_\_\_\_\_ # of Copies \_\_\_\_\_ Total Cost \_\_\_\_\_