Print Shop Print Request

281-284-0026 ● 2145 W. Nasa Blvd., Webster, TX 77598 ● printshop@ccisd.net

Email this completed form, along with the document file(s) to be printed, to printshop@ccisd.net

PLEASE READ BEFORE SUBMITTING DOCUMENTS FOR PRINTING:

- All essential testing documents take precedent over regular nonessential printing.
- Documents sent to the Print Shop will be printed in the order received. Documents must be *print ready*.
- Orders should be submitted a week prior to your requested completion date during normal production times. If you have an emergency, please call before submitting the order to see if we will be able to meet your request.

Print jobs will *not* be accepted without the filled-in Print Request Form.

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
☐ Cover ☐ Front ☐ Back
☐ Business cards ____boxes (1 box -250 cards) $12.00

☐ Color 8.5x11; *10¢ per side* ☐ 1-sided ☐ 2-sided
☐ Color 11x17; *25¢ per side* ☐ 1-sided ☐ 2-sided

Non-Curriculum

☐ B/W 8.5x11; *5¢ per side* ☐ 1-sided ☐ 2-sided
☐ B/W 11x17; *10¢ per side* ☐ 1-sided ☐ 2-sided

Budget code required for all charged printing: _____

Paper

☐ Letter 20 lb. (8.5x11)
☐ White ☐ Pink ☐ Green ☐ Gold ☐ Canary ☐ Buff ☐ Blue ☐ Orchid

☐ Cover/Index (8.5x11) Stock: ☐ White ☐ Blue (Discontinued) ☐ Green ☐ Salmon ☐ Canary ☐ Buff (Discontinued) ☐ Cherry (Discontinued) 5¢ per sheet $10 per ream

☐ Carbonless Stock: (8.5x11 only) ☐ 2-part *20¢ per set* ☐ 3-part *30¢ per set* ☐ 4-part *40¢ per set* **one ream minimum for carbonless stock**

Additional supplies and services are available to purchase through Teacher Center.

☐ Letter 20 lb. Bright (8.5x11) ☐Legal 8.5X14 Text ☐Tabloid 11X17 Text ☐Tabloid 11X17 Cover
☐ Bright Green ☐ Bright Orange ☐ Bright Pink ☐ Bright Yellow ☐ Bright Red ☐ GBC Binding ☐ Spiral Binding
☐ Terrestrial Teal ☐Orbit Orange ☐Gamma Green ☐Re-entry Red ☐Venus Violet (dark) ☐Outrageous Orchid
☐ Celestial Blue ☐ Solar Yellow ☐ No Tear 8.5X11 ☐ No Tear 12X18 ☐ High Gloss Text ☐ High Gloss Cover

Bindery Options

☐ 1 staple ☐ 2 staples ☐ 3-Hole punch ☐ Booklet/Half fold ☐ Tri-fold/C-fold
☐ GBC Punch (18 holes) ☐ Spiral Punch (30 holes)

Color Options:

Pink Green Gold Canary Buff Blue Orchid
Salmon Cherry

☐ **Notepads** *50 sheets, minimum 10 notepads*
☐ Quarter page notepad .25¢ a notepad
☐ Half page notepad .50¢ a notepad
☐ Full page notepad $1.00 a notepad

Revised 07/2026