# 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

## Paper

☐ Letter 20 lb. (8.5x11)
☐ White ☐ Pink ☐ Green ☐ Gold ☐ Canary ☐ Buff ☐ Blue ☐ Orchid 2¢ per sheet/$7 per ream

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

☐ Carbonless Stock: (8.5x11 only) ☐ 2-part *30¢ per set* ☐ 3-part *40¢ per set*

***Additional supplies and services are available to purchase through Teacher Center. PTA or Booster Clubs must pay by cash or check.***

☐ 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 ☐ Booklet/Half fold ☐ Tri-fold/C-fold
☐ Spiral Punch (30 holes) ☐GBC Punch (18 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