

Print Shop Print Request

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

Email this completed form, along with the document files to be printed to prntshop@ccisd.net

PLEASE READ BEFORE SUBMITTING DOCUMENTS FOR PRINTING:

- All essential testing documents take precedent over regular nonessential printing, so please allow adequate time for your printing job to be completed.
- The document you provide to the Print Shop will be reproduced as it is received. All documents must be **print ready**.
- For **large quantity and color**, please contact the Print Shop at the above number or email to inquire of print time.
- For **envelope orders** please contact us to ensure you have the correct envelopes for our machines to print on.
- 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-out Print Request Form. Copy quantity **must** be **301** or more sheets.

Submitted by: _____ at: _____

Date: _____ Phone number: _____ E-mail: _____

Title of document: _____

Number of pages: _____ Number of copies needed: _____ Requested completion date: _____

Special instructions: _____

Printing Requirements:

- | | | | | | |
|-----------------------------------------|-------------------------------------------------------------|----------------------------------|------------------------------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Black/white | <input type="checkbox"/> 2-sided | <input type="checkbox"/> 1-sided | <input type="checkbox"/> Color 8.5x11 10¢ per side | <input type="checkbox"/> 2-sided | <input type="checkbox"/> 1-sided |
| <input type="checkbox"/> Cover | <input type="checkbox"/> Front | <input type="checkbox"/> Back | <input type="checkbox"/> Color 11x17 25¢ per side | <input type="checkbox"/> 2-sided | <input type="checkbox"/> 1-sided |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> 1 box (250 cards) \$5.00 | | <input type="checkbox"/> Envelopes 2¢ BW / 5¢ Color | | |
| | <input type="checkbox"/> 2 boxes (500 cards) \$10.00 | | | | |

ALL COLOR jobs subject to approval

Budget code required for all color/charge printing: _____

Paper:

- Letter 20lb. (8.5x11)**
 - White Pink Green Gold Canary Buff Blue
- Letter 20lb. Bright (8.5x11): Bright Colors Additional Charge of 4¢ per page.**
 - Bright Green Bright Orange Bright Pink Bright Yellow Bright Red Orchid (Light Violet)
 - Terrestrial Teal Orbit Orange Gamma Green Re-entry Red Venus Violet (dark)
- Cover/Index (8.5x11) Stock:** White Blue Salmon Cherry Green Canary Buff
- Specialty Paper (Tabloid-11x17, Legal-8.5x14, Etc.): To be supplied by customer and subject to prior approval.**
- Carbonless Stock:** 2-part 3-part 4-part **8.5 x 11 only**
- Envelopes To be supplied by customer.**

Bindery Requirements:

- One Staple Two Staple 3-hole punch GBC Punch(18 holes) GBC Binding ProClick Binding
- ProClick Punch(22 holes) Spiral Punch(30 holes) Spiral Binding Booklet/Half Fold Tri-Fold/C-Fold
- Square Fold Binding **\$1.00 per book** Notepads **10¢ per notepad; minimum 5 notepads**

Note: Binding supplies are charged through the Teacher Center. This does not include the Square Binding.