

# Printing for PTA, Booster Clubs, & CCISD Non-Curriculum/Non Essential

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*Email this completed form, along with the document files to be printed to [prntshop@ccisd.net](mailto: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. Copy quantity must be 301 or more sheets for submission to the Print Shop.**
- The document you provide to the Print Shop will be reproduced as it is received. All documents must be **print ready**.

*Cash or check only are accepted as forms of payment. The campus cannot be billed.*

| <b>ONE SIDED</b>                            | Size          | Our Paper  | Your Paper | <b>TWO SIDED</b>   | Size          | Our Paper  | Your Paper |
|---|---------------|------------|------------|--------------------|---------------|------------|------------|
| <i>Black/White</i>                          | <i>8.5x11</i> | <i>5¢</i>  | <i>2¢</i>  | <i>Black/White</i> | <i>8.5x11</i> | <i>7¢</i>  | <i>4¢</i>  |
|   | <i>11x17</i>  |            | <i>4¢</i>  |                    | <i>11x17</i>  |            | <i>8¢</i>  |
| <i>Color</i>                                | <i>8.5x11</i> | <i>10¢</i> | <i>10¢</i> | <i>Color</i>       | <i>8.5x11</i> | <i>20¢</i> | <i>20¢</i> |
|   | <i>11x17</i>  |            | <i>25¢</i> |                    | <i>11x17</i>  |            | <i>50¢</i> |
| <i>Envelopes<br/>(Black/White or Color)</i> |               |            | <i>5¢</i>  |                    |               |            |            |

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:

- Black/white     2-sided     1-sided     Color 8.5x11     2-sided     1-sided  
 Cover     Front     Back     Color 11x17     2-sided     1-sided

### ALL COLOR jobs subject to approval

### 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 *5¢ per page*    3-part *5¢ per page*
- Envelopes To be supplied by customer.*

### Bindery Requirements:

- One Staple *1¢ per piece*    Two Staple *2¢ per piece*    GBC Punch(18 holes)    GBC Binding    ProClick Binding  
 ProClick Punch(22 holes)    Spiral Punch(30 holes)    Spiral Binding    Square Fold Binding *\$1 per book*    3-hole punch  
 Booklet/Half Fold *1¢ per piece*    Tri-Fold/C-Fold *1¢ per piece*    Notepads *25¢ per notepad; minimum 5 notepads*

**Note: Binding supplies are charged through the Teacher Center. The payment through them will need to be cash or check like through the Print Shop. This does not include the Square Binding.**