

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. Please allow adequate time for your printing job to be completed.
- Documents sent to the Print Shop will be printed in the order received. Documents must be **print ready**.
- For large quantity jobs & color jobs, please contact the Print Shop at the above number or email to inquire about print turnaround time.
- 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. 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 Options

- | | | | | | | |
|---|----------------------------------|----------------------------------|--|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Black/white | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided | | <input type="checkbox"/> Color 8.5x11; 10¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> Cover | <input type="checkbox"/> Front | <input type="checkbox"/> Back | | <input type="checkbox"/> Color 11x17; 25¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| <input type="checkbox"/> Business cards _____ boxes (1 box -250 cards) \$10.00 | | | | Non-Curriculum | | |
| | | | | <input type="checkbox"/> B/W 8.5x11; 5¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |
| | | | | <input type="checkbox"/> B/W 11x17; 10¢ per side | <input type="checkbox"/> 1-sided | <input type="checkbox"/> 2-sided |

Budget code required for all charged printing: _____

Paper

- ☐ Letter 20 lb. (8.5x11)
- ☐ White ☐ Pink ☐ Green ☐ Gold ☐ Canary ☐ Buff ☐ Blue ☐ Orchid
- ☐ Letter 20 lb. Bright (8.5x11) **(Purchased/Charged through Teacher Center account)**
- ☐ Bright Green ☐ Bright Orange ☐ Bright Pink ☐ Bright Yellow ☐ Bright Red
- ☐ Terrestrial Teal ☐ Orbit Orange ☐ Gamma Green ☐ Re-entry Red ☐ Venus Violet (dark)
- ☐ Cover/Index (8.5x11) Stock: ☐ White ☐ Blue ☐ Green ☐ Salmon ☐ Canary ☐ Buff ☐ Cherry **5¢ per sheet**
- ☐ **Specialty Paper** (Tabloid, 11x17; Legal 8.5x14, etc) **(Purchased/Charged through Teacher Center account)**
- ☐ Carbonless Stock: (8.5x11 only) ☐ 2-part **20¢ per set** ☐ 3-part **30¢ per set** ☐ 4-part **40¢ per set**

Bindery Options

- ☐ 1 staple ☐ 2 staples ☐ 3-Hole punch ☐ Booklet/Half fold ☐ Tri-fold/C-fold
- ☐ GBC Punch (18 holes) ☐ Spiral Punch (30 holes) ☐ **Notepads** **25¢ per notepad; minimum 10 notepads**

The following services are available with binding supplies purchased/charged through Teacher Center account.

- ☐ GBC Binding ☐ Spiral Binding