

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

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Send this form along with the documents to the Print Shop at the Central Support Facility or email form and documents.

Please Read Before Submitting Documents for Printing:

All essential classroom printing and testing documents take precedent over non essential printing, so please allow adequate time for your printing job to be completed.

Examples: PTA Newsletter

Organizational - school specific : Band, Basketball, Choir, Baseball, Theater Programs, Handbooks etc.

Flyers for Sporting Events, Summer Camps, Drill teams, PTA, etc

School/Club/ Parent Directories

ONE SIDED	Size	Our Paper	Your Paper	TWO SIDED	Size	Our Paper	Your Paper
Black/White	8.5x11	5¢	2¢	Black/White	8.5x11	7¢	4¢
	11x17		4¢		11x17		8¢
Color:	8.5x11	10¢	10¢	Color:	8.5x11	20¢	20¢
	11x17		25¢		11x17		50¢

Submitted by: _____ at: _____

Date: _____ Phone Number: _____ E-mail: _____

Title of Document: _____

Number of Pages: _____ Number of Copies Needed: _____ Completion Date: _____

Special Instruction: _____

Printing Requirements:

ALL COLOR jobs subject to approval

Black/white 2-sided 1-sided

Color 8.5x11 2-sided 1-sided

Cover Front Back

Color 11x17 2-sided 1-sided

Paper:

Letter 20lb. (8.5x11):

White Pink Green Gold Canary Buff Blue

Letter 20lb. (8.5x11) **Astrobright Colors Additional Charge of 4¢ a page:**

Bright Green Bright Orange Bright Pink Bright Yellow Bright Red Orchid (Light Purple)

Terrestrial Teal Orbit Orange Gamma Green Re-entry Red VenusViolet (dark)

Tabloid (11x17) Paper: **To be supplied and subject to prior approval.**

Cover/Index (8.5x11) Stock: White Blue Salmon Cherry Green Canary Buff

Carbonless Stock: 2-part **5¢ per page** 3-part **5¢ per page**

Specialty Paper: **To be supplied and subject to prior approval.**

Bindery Requirements:

One Staple **-1¢ per piece** Two Staple **-2¢ per piece** 3-hole punch Tape Bind **(\$1.50 book)**

Booklet/Half Fold (Half Page) **1¢ per piece** Tri-Fold/C-Fold **1¢ per piece**