

# Print Shop Print Request

281-284-0026 • 2145 W. Nasa Blvd., Webster, TX 77598 • [prntshop@ccisd.net](mailto:prntshop@ccisd.net)

*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.**
- The document you provide to the Print Shop will be reproduced as it is received. All documents must be print ready.
- For *large quantity jobs & color jobs*, please contact the Print Shop at the above number or email to inquire of print time.
- All job deliveries will be made through the daily mail/warehouse schedule for individual facilities unless prior arrangements have been made.
- Print jobs will *not* be accepted without the filled-out Print Request Form. Copy quantity *must* be 301 or more sheets.

**Orders should be submitted a business week prior to your requested completion date during normal production times. If you have an emergency, please call to inquire if we can meet your rush due date before submitting your order.**

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:

### ALL COLOR jobs subject to approval

- |   |  |                                  |   |                                  |                                  |
|---|--|----------------------------------|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> Black/white    | <input type="checkbox"/> 2-sided                         | <input type="checkbox"/> 1-sided | <input type="checkbox"/> Color 8.5x11 <b>10¢ per side</b>   | <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 <b>25¢ per side</b>    | <input type="checkbox"/> 2-sided | <input type="checkbox"/> 1-sided |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> 1 box (250 cards) <b>\$5.00</b> |                                  | <input type="checkbox"/> 2 boxes (500 cards) <b>\$10.00</b> |                                  |                                  |

**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¢ a 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)

Legal 20 lb. (8.5x14) paper: **To be supplied by customer and subject to prior approval.**

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

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

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

Carbonless Stock:  2-part  3-part  4-part **8.5 x 11 only**

## Bindery Requirements:

One Staple  Two Staple  3-hole punch  Tape Bind (**\$1.50 per book**)  Booklet/Half Fold (Half page short edge)

Tri-Fold/C-Fold