



PASADENA ISD PRINT SHOP LARGE PRINT FORM

POSTERS, SIGNAGE, BANNERS, CANVAS PORTRAITS
PASADENA ISD ADMINISTRATION BUILDING | EMAIL: PRINTSHOP@PASADENAISD.ORG

JOB NUMBER:

1 CUSTOMER INFORMATION

Name: _____ Print Job Title: _____

Department/Campus: _____ Today's Date: _____ Date Needed By: _____

Phone/Ext: _____ Delivery Options: Deliver Call for Pick Up

Originals Provided: Digital File Hard Copy/Scan

2 JOB DESCRIPTION

Only ONE job per Print Form: Attach the original artwork, sample copies or notes with this form.

COPIES

of Copies _____

of Originals _____

Size Needed _____

Up to a Page _____

STOCK

MATTE

24lb Bond 36lb Bond

PHOTO/GLOSS

Photo Semi-Gloss Canvas

SIGNAGE

Banner Vinyl (Scrim) Wall Sticker Paper
 Window Cling Window One-Way

Other: _____

SPECIAL INSTRUCTIONS:

FINISHING

Grommets _____

Mount _____

Lamination

Completed Personally:

of ft _____ X 10 cents/ft = \$ _____

Completed by Printshop:

of ft _____ X 20 cents/ft = \$ _____

3 PAYMENT/INVOICE *Keep a copy for your records!*

* Authorized Signature of a fund approver and completed budget information required prior to production.

FUND	FUNCTION	ORG	PROGRAM	RESPON	OBJECT	SUB OBJECT	ACTIVITY CODE	AMOUNT
199	41	726	099	726	6399			
FUND	FUNCTION	ORG	PROGRAM	RESPON	OBJECT	SUB OBJECT	ACTIVITY CODE	AMOUNT

Acknowledgment: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are correct.

Bookkeeper/Secretary's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

* SIGNATURE REQUIRED TO PROCESS ORDER

Federal Signature: _____ Date: _____

INVOICE #: _____

TOTAL: _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other printed material. Before placing this order, you MUST verify that all requirements concerning copyright restrictions have been met. The Pasadena ISD Print Shop may refuse to accept a printing/copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

PRINT SHOP USE ONLY

Job Number: _____ Printed By: _____ Date Completed: _____

Machine Assigned to: Epson 4880 Canon Pro 4000 Other: _____