



# PASADENA ISD PRINT SHOP PRINT ORDER FORM

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 Request Form: Attach the original artwork, sample copies or notes with this form.

### SINGLE COPIES

Quantity: \_\_\_\_\_

- Black & White  Color  
 Single Sided  Double Sided

#### PAPER STOCK

- Bond  Tag  2 part NCR  
 3 part NCR  4 part NCR  
 Other: \_\_\_\_\_

#### PAPER SIZE

- 8.5x11  11x17  
 Other: \_\_\_\_\_

#### PAPER COLOR

- White  Other: \_\_\_\_\_

### BOOKLET COPIES

# of Booklets: \_\_\_\_\_

#### COVER PAGE Same as Inside Pages

- Black & White  Color  
 Single Sided  Double Sided

#### PAPER STOCK

- Bond  Tag  
 Other: \_\_\_\_\_

#### PAPER SIZE

- 8.5x11  11x17  Other: \_\_\_\_\_

#### PAPER COLOR

- White  Other: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

Special instructions area (shaded box)

### INSIDE PAGES

- Black & White  Color  Mixed  
 Single Side  Double Sided  Mixed

#### PAPER STOCK

- Bond  Tag  
 Other: \_\_\_\_\_

#### PAPER COLOR

- White  Other: \_\_\_\_\_

## 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: \_\_\_\_\_

## FINISHING OPTIONS

- Collated  Uncollated  
 Staple Top Left  Booklet Staple  
 Saddle Stitch  3 Hole Punch  
 Fold  Padding  
 Tabs  Dividers  
 Comb Binding \_\_\_\_\_  
 Cut/Trim \_\_\_\_\_

**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:  Riso  Vario Print # 1  Vario Print # 3  Canon # 1  Okidata 900  
 Color C750  Vario Print # 2  Vario Print # 4  Canon # 2  Other: \_\_\_\_\_