



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 _____

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:

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	OBJ	SUB OBJ	ORG	PIC	LOCAL	OWNER	AMOUNT
199	41	6399	000	726	99	000000	726	
FUND	FUNCTION	OBJ	SUB OBJ	ORG	PIC	LOCAL	OWNER	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: _____ Produced 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: _____