

Print Request Form (PTA)

Community Consolidated School District 15

Reprographics Department

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Name:	Location:	Phone/E-mail:
Document name:		
Date submitted:	Date needed (Please no ASAP):	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

Please allow sufficient time for printing.

Newsletters may require up to 5 days to complete; calendars and directories may require up to 2 weeks to complete.

Distribution: <input type="checkbox"/> I will pick up on requested date. <input type="checkbox"/> Please notify me when completed.		
Number of originals submitted: <small>(jobs may be submitted electronically or from a disk)</small>	Number of copies to be made:	

<small>(check paper stock choice):</small>	One-Color (Black Ink) Copies			Full-Color Copies		
	White	Colored Paper	Cardstock	White	Cardstock	Overhead Transparency
<input type="checkbox"/> 8.5 x 11 Letter	<input type="checkbox"/> .015/impression	<input type="checkbox"/> .015/impression	<input type="checkbox"/> .02/impression	<input type="checkbox"/> .35/impression	<input type="checkbox"/> .37/impression	<input type="checkbox"/> 1.10/each
<input type="checkbox"/> 8.5 x 14 Legal	<input type="checkbox"/> .02/impression	<input type="checkbox"/> .02/impression	---	<input type="checkbox"/> .37/impression	<input type="checkbox"/> .39/impression	---
<input type="checkbox"/> 11 x 17 Tabloid	<input type="checkbox"/> .030/impression	---	<input type="checkbox"/> .015/impression*	<input type="checkbox"/> .38/impression	<input type="checkbox"/> .40/impression	---

**(cardstock must be provided, reprographics does not stock 11x17 cardstock)*

Duplex:

- Single-sided copies Double-sided copies

Paper Color: (choose one)

- White Blue Green Salmon Yellow
 Goldenrod Pink Buff (NA in cardstock) Other (must be supplied)

Finishing: (hand finishing not available)

- Collate Staple (single) **.01/set** Staple (double) **.02/set** Slip sheets **.01/set**
 Fold (attach sample) 3-Hole Punch Tabs Tape bind **.30/each**
 Cut (attach sample) Total sheets when cut: _____ Archive (for future retrieval) Create PDF (e-mailed to you)

Special:

- Create 5.5 x 8.5 signature book Create 11 x 17 signature book
 Scanning & placing photos/images **\$12.75 per 15-minute increment** [Scanning charge: _____ increments, \$_____]

Special Instructions: Proof Requested (The contact listed above will be notified when proof is available.)

Approval/Copyright Compliance:

All PTA newsletters must have the approval of the Principal or Assistant Principal before they can be printed. Federal law makes it illegal to duplicate copyrighted materials without authorization of the copyright holder. Please include written authorization to reproduce copyrighted material.

PTA President Approval:

(signature implies document has been reviewed)

Principal or Assistant Principal Approval:

(signature implies document has been reviewed)