

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. Reprographics is not responsible for content or checking for errors in copy/typos.

Distribution: I will pick up on requested date. Please notify me when completed.

Number of originals submitted:	Number of copies to be made:
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	One-Color (Black Ink) Copies			Full-Color Copies		
	<input type="checkbox"/> White 20#	<input type="checkbox"/> Colored Paper 20#	<input type="checkbox"/> Cardstock 65#	<input type="checkbox"/> White 28#	<input type="checkbox"/> White 80#	<input type="checkbox"/> Overhead Transparency
<input type="checkbox"/> 8.5 x 11	.015/impression	.015/impression	.02/impression	.35/impression	.37/impression	1.10/each
<input type="checkbox"/> 8.5 x 14	.02/impression	.02/impression	---	.37/impression	.39/impression	---
<input type="checkbox"/> 11 x 17	.030/impression	---	.015/impression*	.38/impression	.40/impression	---

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

Duplex:
 Single-sided copies Double-sided copies

Paper Color (choose one):

<input type="checkbox"/> White	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Salmon	<input type="checkbox"/> Yellow
<input type="checkbox"/> Goldenrod	<input type="checkbox"/> Pink	<input type="checkbox"/> Buff (NA in cardstock)	<input type="checkbox"/> Other (must be supplied)	

Finishing:

<input type="checkbox"/> Collate	<input type="checkbox"/> Single Staple .01/set	<input type="checkbox"/> Double Staple .02/set	<input type="checkbox"/> Slip sheets* .01/set
			<small>*Copier can slip sheet non-stapled, collated jobs only. Uncollated jobs can only be offset.</small>
<input type="checkbox"/> Fold (attach sample)	<input type="checkbox"/> 3-Hole Punch	<input type="checkbox"/> Tape bind .30/each	<input type="checkbox"/> IBICO*
			<small>*Please supply combs and labor.</small>
<input type="checkbox"/> Cut (enclose sample) Total sheets when cut:			

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 person listed above will be notified when printed 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):