



# PASADENA ISD PRINT SHOP LARGE PRINT ORDER FORM

LARGE POSTERS, SIGNAGE, BANNERS, LARGE PHOTOS  
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 Form: Attach the original artwork, sample copies, or notes with this form.

Originals Provided:  Digital File  Hard Copy/Scan

### SPECIAL INSTRUCTIONS:

### COPIES

# of Copies \_\_\_\_\_

# of Pages \_\_\_\_\_

Size Needed:  18x24"  24x36"

Other: \_\_\_\_\_

# Up to a Page \_\_\_\_\_

### STOCK

#### REGULAR PAPER

36lb Bond

#### PHOTO

Photo Gloss  Foam Board

Photo Satin

#### SIGNAGE

Banner Vinyl (Scrim)  Sticker

Yard Sign  
 Single-Sided  Double-Sided

Foam Board  
 Single-Sided  Double-Sided

Special Order: \_\_\_\_\_

### FINISHING

Grommets \_\_\_\_\_

Mount \_\_\_\_\_

Trim \_\_\_\_\_

Lamination

Completed Personally:

# of inches \_\_\_\_\_ X 10 cents/in = \$ \_\_\_\_\_

Completed by Printshop:

# of inches \_\_\_\_\_ X 20 cents/in = \$ \_\_\_\_\_

Completed AND Trimmed by Printshop:

# of inches \_\_\_\_\_ X 30 cents/in = \$ \_\_\_\_\_

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

**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:  Canon Pro 4000  Océ Arizona 1360 GT  Colex Sharpcut  Other: \_\_\_\_\_