

Dont forget to save a copy for your records before submitting

DISD PUBLICATIONS CENTER COPY REQUEST

Campus/ Dept. _____

Name: _____ Grade: _____ Phone/Ext. # _____

Budget # to be charged
REQUIRED:

Document Name: _____

PAY AT PICKUP: EMP PTA Booster

Quantity Needed: _____ Date Needed: _____

★★ Special Instructions ★★

Copyright Notice

(Originator of work order must check one box and initial.)

Copyrighted materials, I have permission to reprint Not copyrighted Initial _____

★ APPROVAL SIGNATURE: _____ Date _____
(Principal or Designee - if required by your campus)

Choose Color Choice(s)

Select Options

★ PAPER

★ CARDSTOCK

Pastels

Astrobright

Pastels

Astrobright

- Blue
- Buff
- Cherry
- Gold
- Gray
- Green
- Ivory
- Orchid
- Pink
- Salmon
- Tan
- Yellow
- White
- White 3-hole

- Blue (Celestial)
- Blue (Lunar)
- Green (Kelly)
- Green (Lime)
- Orange (Cosmic)
- Pink (Pulsar)
- Purple (Planetary)
- Red
- Yellow (Solar)

Parchment

- Aged
- Natural
- Blue

- Blue
- Cream
- Gold
- Gray
- Green
- Ivory
- Orchid
- Pink
- Tan
- White
- Yellow
- Blue (Lunar)
- Green (Lime)
- Green (Kelly)
- Orange (Cosmic)
- Pink (Pulsar)
- Purple (Planetary)
- Red (ReEntry)
- Red (Rocket)
- Yellow (Solar)

If no paper color is selected, copies will be printed on white paper.

Basic B/W Copies

*paper/cardstock choices at left

- 8½ x 11 Paper Cardstock
- 8½ x 14 Paper Cardstock
- 11 x 17 Paper Cardstock
- Covers Paper Cardstock
- Color _____
- Inserts Paper Cardstock
- Color _____

Full Color Copies (add'l charge)

- 8½ x 11 Paper Cardstock
- 8½ x 14 Paper Cardstock
- 11 x 17 Paper Cardstock
- Covers Paper Cardstock
- Inserts Paper Cardstock

Copy Choices:

- 1-Sided Mixed
- 2-Sided Originals
- By Page** (ea. pg. in separate stack)
(1-1-1; 2-2-2; 3-3-3, etc.)
- By Set** (all pages in one stack)
(1-2-3; 1-2-3; 1-2-3, etc.)

Finish:

- 1-Staple
- 2 Staples
- 3-Hole Drill
- Cut

Fold:

- Half
- Tri-Fold

Bind:

- GBC
- Tape
- Spiral

NCR (per 100)

- 2-pt
- 3-pt
- 4-pt
- Posters:**
- 20 x 30
 - foam board
 - laminate
- 18 x 24 Yard sign
 - Stake
 - No stake

Add'l Items:

- Business Cards
- Envelopes
- Labels
- Laminate
- Notepads
- Tabs

Questions?

Call Publications at 369-0083

Copied by: _____ Date: _____

of Originals _____

of Copies _____

TOTAL COST _____