

PUBLICATIONS ORDER FORM v3.0



1. Fill this form out in your internet browser.
2. Save it to your computer.
3. Email it to Pubreqorders@dentonisd.org along with your print file(s), or print it out and send it to us.

1.

Name of your School / Building

Name of your Department (if applicable)

Phone # / Ext.

Your Name

2.

File Name / Document Name

How many
copies/sets
do you want?

How many
pages are in the
document(s)?

Today's Date

Date Needed

3.

How are you paying for this order?

- ☐ **School or Department Budget** ☐ PTA or Booster Club
☐ Paying for it personally ☐ Other

BUDGET CODE NUMBER:

(This is **REQUIRED** for payments from **schools or departments**.)

_____-_____-_____-_____-_____-_____-_____-6294

PURCHASE ORDER NUMBER:

(This is **REQUIRED** for payments from **schools or departments**.)

Order Approved By: _____

4.

How did you send
your file(s)?

- ☐ Email
☐ Intercampus
mail

Do your files contain
copyrighted works?

- ☐ Yes If "Yes", write your initials
to certify that you have
permission to print them:
☐ No

5.

Special Instructions

(If it's too long to write here, write it in the accompanying email.)

6. What type of item(s) do you want to order?

1. Copies/Flyers

- ☐ 8.5x11 inches
☐ 11x17 inches
☐ 12x18 inches

- ☐ **Black Printing**
☐ **Color Printing**

- ☐ White Paper
☐ White Cardstock
☐ **Color Paper / Card.**
(8.5x11 Only)

- ☐ 1-Sided
☐ 2-Sided

Finishing

- ☐ Laminate
(Cardstock Only)
☐ 1-Corner-Staple
☐ 2-Staple
☐ Half-Fold ☐ Tri-Fold
☐ Drill Hole / Hole Punch
☐ 3-Hole Punch
(for binders)
☐ Cut into: _____
☐ Stack by pages
(1-1-1, 2-2-2, 3-3-3)
☐ Stack by sets
(1-2-3, 1-2-3, 1-2-3)

2. Notepads

- ☐ 4.25x5.5 inches
☐ 5.5x8.5 inches
☐ 8.5x11 inches

- ☐ **Black Printing**
☐ **Color Printing**
☐ White Paper
☐ **Color Paper**

3. Posters/Banners

- ☐ 11x17 in. cardstock
☐ 12x18 in. cardstock
☐ 20x30 or 24x30 in.
non-tearing poster paper
(or vinyl material)
☐ Custom Size

- ☐ Vinyl Material
(for banners)
☐ Laminated
(non-vinyl only)
☐ Foam Board Back
(20x30 inches only)
☐ With Grommets

4. Yard Signs (24"x18" Only)

- ☐ With Stake ☐ No Stake ☐ 2-sided

5. Stickers

- ☐ 2 Inches ☐ 2.5 Inches ☐ 3 Inches
☐ Custom Size: _____ Inches

6. Labels

- ☐ **Black Printing** ☐ Avery label number:
☐ **Color Printing** _____

7. Books/Programs

- ☐ 5.5x8.5 inches
☐ 8.5x11 inches

- ☐ **Black-Printed Cover**
☐ **Color-Printed Cover**

- ☐ White Paper Cover
☐ White Cardstock Cover
☐ **Color Paper /**
Cardstock Cover

- ☐ **Black-Printed**
Interior Pages
☐ **Color-Printed**
Interior Pages

- ☐ 1-Sided Interior Pages
☐ 2-Sided Interior Pages

Finishing

- ☐ Laminate Cover
☐ Tab Inserts
☐ Cardstock
Inserts
☐ 3-Hole Punch
**Please choose a
binding method**
☐ 1-Corner-Staple
☐ 2-Staple at Spine
☐ Spiral Binding
☐ GBC Binding
(similar to spiral)
☐ Tape Binding
☐ Binder Rings

8. Cards (Postcards, Notecards, etc.)

- ☐ 5.5x8.5 inches
☐ 5.5x4.25 inches
☐ Custom Size: _____ in.

- ☐ 1-Sided Printing
☐ 2-Sided Printing

- ☐ **Black Printing**
☐ **Color Printing**
☐ White Cardstock
☐ **Color Cardstock**
☐ Fold ☐ Envelopes

9. NCR Forms (Carbonless Forms)

- ☐ 2-Part ☐ 3-Part

10. Car Tags/Backpack Tags

- ☐ **Black Printing** ☐ White Cardstock
☐ **Color Printing** ☐ **Color Cardstock**

Please specify the numbers you would like
and the number of sets you want in the
special instructions or accompanying email.

11. Tabs

- ☐ Please specify the names for each tab in the
special instructions or accompanying email.

12. Other

- ☐ Please specify what you want in the special
instructions section or accompanying email.

COLOR PAPER/CARDSTOCK OPTIONS (IF APPLICABLE)

Pastel Paper

- ☐ Blue ☐ Salmon
☐ Buff ☐ Tan
☐ Cherry ☐ Yellow
☐ Gold
☐ Gray
☐ Green
☐ Ivory
☐ Orchid
☐ Pink

Astrobright Paper

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

Pastel Cardstock

- ☐ Blue
☐ Cream
☐ Gold
☐ Gray
☐ Green
☐ Ivory
☐ Pink
☐ Yellow

Astrobright Cardstock

- ☐ Blue (Lunar)
☐ Green (Kelly)
☐ Green (Lime)
☐ Orange (Cosmic)
☐ Orchid (Outrageous)
☐ Pink (Pulsar)
☐ Purple (Planetary)
☐ Red (ReEntry)
☐ Red (Rocket)
☐ Yellow (Solar)

FOR PUBS STAFF TO FILL OUT

PLEASE **DO NOT** FILL THIS SECTION OUT AS A CUSTOMER

Copied By _____ Date _____ Total # of Copies _____ Total Cost _____