

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 _____ inches

- ☐ 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.

- ☐ Black Printing
☐ Color Printing
☐ White Cardstock
☐ Color Cardstock
☐ 1-Sided Printing
☐ 2-Sided Printing ☐ 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