

Don't forget to save a copy for your records before submitting

Send form to: PubReqOrders@dentonisd.org

Campus/Dept.

# DISD PUBLICATIONS CENTER COPY REQUEST

Name \_\_\_\_\_ Grade: \_\_\_\_\_ Phone/Ext. # \_\_\_\_\_

Budget # to be charged \_\_\_\_\_ One Number per box for budget code  
□□□□-□□-□□-□□□□-□□-□□□□-6294

Document Name \_\_\_\_\_

Out of District: EXACT CHANGE or CHECK due at pickup  
 EMP  PTA  Booster

Quantity Needed: \_\_\_\_\_ Date Needed: \_\_\_\_\_

## Special Instructions

Number of pages in file to be copied \_\_\_\_\_  
Use special instruction box for detail page description

- File sent electronic with form
- File sent intercampus

Need at least three days to print. Large orders will take longer.

## COPYRIGHT NOTICE

(Originator of work order must check one box and initial.)  
 Copyrighted materials, I have permission to reprint  Not copyrighted Initial \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

## Choose Color Choice(s)

Paper		Cardstock	
<b>Pastels</b>	<b>Astrobright</b>	<b>Pastels</b>	<b>Astrobright</b>
<input type="checkbox"/> Blue	<input type="checkbox"/> Blue (Celestial)	<input type="checkbox"/> Blue	<input type="checkbox"/> Blue (Lunar)
<input type="checkbox"/> Buff	<input type="checkbox"/> Blue(Lunar)	<input type="checkbox"/> Cream	<input type="checkbox"/> Green (Kelly)
<input type="checkbox"/> Cherry	<input type="checkbox"/> Green (Kelly)	<input type="checkbox"/> Gold	<input type="checkbox"/> Green (Lime)
<input type="checkbox"/> Gold	<input type="checkbox"/> Green (Lime)	<input type="checkbox"/> Gray	<input type="checkbox"/> Orange (Cosmic)
<input type="checkbox"/> Green	<input type="checkbox"/> Orange (Cosmic)	<input type="checkbox"/> Green	<input type="checkbox"/> Pink (Pulsar)
<input type="checkbox"/> Ivory	<input type="checkbox"/> Pink (Pulsar)	<input type="checkbox"/> Ivory	<input type="checkbox"/> Purple (Planetary)
<input type="checkbox"/> Orchid	<input type="checkbox"/> Purple (Planetary)	<input type="checkbox"/> Pink	<input type="checkbox"/> Red (ReEntry)
<input type="checkbox"/> Pink	<input type="checkbox"/> Red	<input type="checkbox"/> Tan	<input type="checkbox"/> Red (Rocket)
<input type="checkbox"/> Salmon	<input type="checkbox"/> Yellow (Solar)	<input type="checkbox"/> Yellow	<input type="checkbox"/> Yellow (Solar)
<input type="checkbox"/> Tan		<input type="checkbox"/> White	
<input type="checkbox"/> Yellow			
<input type="checkbox"/> White			

Synaps

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

## Select Options

<b>Basic B/W Copies</b> <small>* Paper/cardstock choices at left</small> <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock <input type="checkbox"/> 12 x 18 <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock <input type="checkbox"/> Covers <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock  Inserts <input type="checkbox"/> Paper <input type="checkbox"/> Cardstock Color _____ Color _____	<b>Copy Choices:</b> <input type="checkbox"/> 1-Sided <input type="checkbox"/> 2-Sided <input type="checkbox"/> <b>By Page</b> (ea. page in separate stack) (1-1-1; 2-2-2; 3-3-3; etc.) <input type="checkbox"/> <b>By Set</b> (all pages in one stack) (1-2-3; 1-2-3; 1-2-3; etc.)  <b>Finish:</b> <input type="checkbox"/> 1-Staple <input type="checkbox"/> Half <input type="checkbox"/> 2-Staples <input type="checkbox"/> Trifold <input type="checkbox"/> 3-Hole Drill <input type="checkbox"/> Cut  <b>Bind:</b> <input type="checkbox"/> GBC <input type="checkbox"/> Tape <input type="checkbox"/> Spiral Binder Rings	<b>NCR (per 100)</b> <input type="checkbox"/> 2-pt <input type="checkbox"/> 3-pt <input type="checkbox"/> 4-pt  <b>Posters</b> <input type="checkbox"/> 20x30 <input type="checkbox"/> Foam Board <input type="checkbox"/> Laminate  <b>Yard Signs/Spirit</b> <input type="checkbox"/> Stake <input type="checkbox"/> No Stake Double-Sided  <b>Additional Items</b> <input type="checkbox"/> Env' <input type="checkbox"/> Laminate <input type="checkbox"/> Tabs (Set of 5) <input type="checkbox"/> Labels
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## Business Card

Go to [www.dentonisd.org/Publications](http://www.dentonisd.org/Publications) for a fillable pdf version

## Note Pads

- 1 Up (8.5 x 11)
- 2 Up (5.5 x 8.5)
- 3 Up (3.5 x 8.5)
- 4 Up (4.25 x 5.5)
- 6Up (2.5 x 3.5)
- 8 Up (8.125 x 2.75)

## Banners with Grommets

- 4'W x 2H'
- 5'W x 2H'
- 5'W x 3H'
- 5'W x 4H'
- 5'W x 5H'
- 6'W x 2H'
- 6'W x 3H'
- 6'W x 4H'
- 6'W x 5H'
- 7'W x 4H'
- 8'W x 2H'
- 8'W x 4H'
- 10'W x 2H'
- 12'W x 2H'
- Custom

## Stickers - White Paper Only

- 2" Round
- 2" Round/Kiss Cut
- 2.5" Round
- 2.5" Round/Kiss Cut
- 3" Round
- 3" Round/Kiss Cut
- Custom/Call

For Pub Staff

Copied By \_\_\_\_\_ Date \_\_\_\_\_ Total # of copies \_\_\_\_\_ Total Cost \_\_\_\_\_

For Pub Staff

Questions?  
Call Publications at 940-369-0083