

DISD PUBLICATIONS WORK ORDER FORM

Name: _____ Phone / Extension # _____

Document Name / File Name: _____

Budget Code # to be charged (REQUIRED FOR ORDERS USING SCHOOL/DEPARTMENT FUNDS)

____-____-____-____-____-____-____-____-____-____-6294

PO Number (for Fund 195 AK, Funds 2xx, excluding 240, 242, Funds 3xx, Funds 4xx, excluding 461, 480)

Quantity Needed: _____ # of Original Pages in File: _____ Date Needed: _____

Non-budget code payment method (cash or check ONLY):
 Paid for Personally PTA Booster Club Other

- File sent electronically with form
- File sent through intercampus mail

Special Instructions (If instructions are too long for this section, write them in the accompanying email.)

COPYRIGHT NOTICE

(If using copyrighted work, you must check either box and put your initials)

- Copyrighted materials, I have permission to reprint
- Not copyrighted Initials _____

Order Approved By: _____

Color Choices (for Black & White copies)

Paper Colors

- Pastel:**
- Blue
 - Buff
 - Cherry
 - Gold
 - Green
 - Ivory
 - Orchid
 - Pink
 - Salmon
 - Tan
 - Yellow
 - Gray
- Astrobright:**
- Blue (Celestial)
 - Blue (Lunar)
 - Green (Kelly)
 - Green (Lime)
 - Orange (Cosmic)
 - Pink (Pulsar)
 - Purple (Planetary)
 - Red
 - Yellow (Solar)
- White:**
- White

Cardstock Colors

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

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

Printing Options

Black and White Copies:

- 8.5x11 Paper Cardstock
- 11x17 Paper Cardstock
- 12x18 Paper Cardstock
- Covers Paper Cardstock
- Color _____
- Inserts Paper Cardstock
- Color _____

Color Copies:

- 8.5x11 Paper Cardstock
- 11x17 Paper Cardstock
- 12x18 Paper Cardstock
- Synaps (8.5x11 Hardy Plastic Paper)
- Covers Paper Cardstock
- Inserts Paper Cardstock

Copy Choices:

- 1-Sided 2-Sided
- Organized:**
- By Page (1-1-1, 2-2-2, 3-3-3)
- By Set (1-2-3, 1-2-3, 1-2-3)

Finish: Fold:

- 1-Staple Half
- 2-Staple Trifold
- 3-Holl Punch
- Cut
- Laminate

Binding:

- GBC Tape Spiral
- Binder Rings Staple

NCR Forms: (Carbonless Form)

- 2-part
- 3-part
- Posters:**
- 20x30 or 24x30
- Custom Size: _____
- Laminate
- Foam Board (20x30 ONLY)

Yard Signs:

- With Stake
- With No Stake
- Double-Sided

Other Items:

- Folded Notecards
- Envelopes
- Tabs

Business Cards: Business cards are ordered with a separate order form, which can be found at www.dentonisd.org/Publications

Note Pads: 1 Large (8.5"x11") Set of 2 (5.5"x8.5") Set of 3 (3.5"x8.5") Set of 4 (4.25"x5.5")

Banner with Grommets: _____ ft. Wide **X** _____ ft. Tall (Restricted to 5 ft in one dimension, the other dimension can be any length)

Labels: 30-Count Sheet 2" Address Label Sheets 12-Count Sheet 2" Circle Labels Sheets 10-Count Sheet 2x4" Rectangle Labels Sheets 6-Count Sheet 3.3x4" Rectangle Labels Sheets Other

Stickers: 2 Inches 2.5 Inches 3 Inches _____ Inches (Custom Size)

For Pubs Staff to Fill Out

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

For Pubs Staff to Fill Out