

HOUSTON INDEPENDENT SCHOOL DISTRICT • PRINTING REQUEST FORM

HISD | **Printing Services**
MAKING IMPRESSIONS TO IMPROVE EDUCATION

For Print Shop Time Stamp Only

JOB # (Office Use Only)

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Date:	Due Date:	Contact Person (Print)	Telephone #
Descriptive Name for This Print Job		Dept./Div. Mgr. Signature	E-mail
Org #	Department/School	Route	Only ONE job per Print Request form. Keep your numbered, gold copy for reference. Attach the original artwork, sample copies or notes to the BACK of this form. You must fill ALL applicable information in this first section.

AUTHORIZED SIGNATURE OF FUND APPROVER AND COMPLETED BUDGET INFORMATION REQUIRED PRIOR TO PRODUCTION.

Fund	G/L Account/Comment item/Object Codes	Cost Center/Fund Center
	6 2 9 9 0 1 0 0 0 0	

Functional Area	Print Shop Use Only	One Source
	\$	

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

JOB DESCRIPTION

How many copies of your job do you want printed?		One completed copy of your job, after printing, will contain how many sheets?		Image: <input type="radio"/> 1-sided <input type="radio"/> 2-sided Finishing Instructions: <input type="radio"/> Fold <input type="radio"/> Die Cut <input type="radio"/> Score <input type="radio"/> Emboss Blind <input type="radio"/> Saddle Stitch <input type="radio"/> Cut <input type="radio"/> Drill _____ Holes <input type="radio"/> GBC Bind <input type="radio"/> Coil Bind <input type="radio"/> Staple 1 or 2 <input type="radio"/> Hand Insert # _____ <input type="radio"/> Laminate <input type="radio"/> Collate <input type="radio"/> Perforate <input type="radio"/> Foil Stamp <input type="radio"/> Tabs <input type="radio"/> Number (Start #) _____ <input type="radio"/> Other _____ Padding: <input type="radio"/> Top <input type="radio"/> Side (# sheets) <input type="radio"/> 25 <input type="radio"/> 50 <input type="radio"/> 100 <input type="radio"/> Other _____ Posters: <input type="radio"/> Print <input type="radio"/> Mount <input type="radio"/> Laminate <input type="radio"/> Other _____ <input type="radio"/> Yard Signs <input type="radio"/> Banners Packaging: <input type="radio"/> Band <input type="radio"/> Shrink Wrap <input type="radio"/> Other _____
Finished Job Size: <input type="radio"/> 4¼" x 5½" <input type="radio"/> 5½" x 8½" <input type="radio"/> 8½" x 11" <input type="radio"/> 8½" x 14" <input type="radio"/> 11" x 17" Other _____	Specify Paper: <input type="radio"/> Copy bond 20# <input type="radio"/> 3 Hole <input type="radio"/> Color copy bond 28# <hr/> <input type="radio"/> Text <input type="radio"/> 80# <input type="radio"/> 100# <input type="radio"/> Uncoated <input type="radio"/> Gloss <input type="radio"/> Silk <hr/> <input type="radio"/> Cover <input type="radio"/> 80# <input type="radio"/> 100# <input type="radio"/> Uncoated <input type="radio"/> Gloss <input type="radio"/> Silk <hr/> <input type="radio"/> Clear acetate <input type="radio"/> Carbonless 2-Part <input type="radio"/> Black leather back <input type="radio"/> Carbonless 3-Part <input type="radio"/> Index- Card Stock <input type="radio"/> Carbonless 4-Part <input type="radio"/> Label <input type="radio"/> Carbonless 5-Part <input type="radio"/> Envelope Specify Paper Color: _____ Specify Ink Color: <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Other _____			

FOR PRINT SHOP USE ONLY

Received by _____	Quote # _____
Date _____	Invoice # _____
Total Price	Notes _____
\$	

DELIVERY INSTRUCTIONS

<input type="radio"/> Customer Pick Up
<input type="radio"/> Delivery
Address _____

Received By _____ Date _____
 (Print Name)

1. Signature verifies that all requirements concerning copyright restrictions have been met.
 2. The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
 3. HISD Printing Services may refuse to accept a printing/copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Bus. Area	Commitment Item	Fund	Total Cost	Parked By	Released By
5 8 2 0	5 7 5 4 0	0 0 0 0 7 5 2 0 0 0 0 0 0 0			