

Print Request Form—PTA

(PTA/PTSA)

Community Consolidated
 School District 15
 Reprographics Department
 847-963-3064
 e-mail: nyczajk@ccsd15.net



Name:		Location:	
Phone/E-mail:			
Document name/Description:			
Date submitted:		Date needed:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <i>(Please no ASAP)</i>
<i>Please allow sufficient time for printing. Newsletters may require up to 5 days to complete; calendars/directories may require up to 2 weeks to complete.</i>			
<input type="checkbox"/> I will pick up on requested date. <input type="checkbox"/> Please notify me when completed for pickup.			

Total number of sheets submitted: <i>(Please provide camera-ready copy. Copy may be submitted electronically. High resolution print-ready PDF is best.)</i>		Number of copies/sets requested: <i>(you are billed by the number of impressions)</i>	<input type="checkbox"/> Copies / <input type="checkbox"/> Sets
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<i>(indicate paper choice):</i>	Black Ink Copies			Full-Color Copies	
	<input type="checkbox"/> White Paper 20#	<input type="checkbox"/> Colored Paper 20#	<input type="checkbox"/> Cardstock 65#	<input type="checkbox"/> White Paper 20#	<input type="checkbox"/> Cardstock 65#
<input type="checkbox"/> 8.5x11 letter	<input type="checkbox"/> 1.5¢ per impression	<input type="checkbox"/> 1.5¢ per impression	<input type="checkbox"/> 2¢ per impression	<input type="checkbox"/> 35¢ per impression	<input type="checkbox"/> 37¢ per impression
<input type="checkbox"/> 8.5x14 legal	<input type="checkbox"/> 2¢ per impression	<input type="checkbox"/> 2¢ per impression	NA - Not available	<input type="checkbox"/> 37¢ per impression	<input type="checkbox"/> 39¢ per impression
<input type="checkbox"/> 11x17 tabloid	<input type="checkbox"/> 3¢ per impression	NA - Not available	<input type="checkbox"/> 1.5¢ per impression*	<input type="checkbox"/> 38¢ per impression	<input type="checkbox"/> 40¢ per impression

*(11x17 cardstock paper must be provided)

Paper Color: <i>(choose one)</i>
<input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Salmon <input type="checkbox"/> Yellow <input type="checkbox"/> Goldenrod <input type="checkbox"/> Pink <input type="checkbox"/> Buff <i>(NA in cardstock)</i> <input type="checkbox"/> Other <i>(must be supplied)</i>

Finishing: <i>(hand finishing is not available)</i>
<input type="checkbox"/> Single-sided copies <input type="checkbox"/> Double-sided copies <input type="checkbox"/> Collate <input type="checkbox"/> Slip sheets <input type="checkbox"/> Staple (single) <input type="checkbox"/> Staple (double) <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Tape bind 30¢ each <input type="checkbox"/> Fold <i>(attach sample, machine folding only)</i> <input type="checkbox"/> Index Tab Sets <i>(provide sample, tab copy, and tabs)</i> <input type="checkbox"/> Cut <i>(attach sample)</i> Total copies/sets after cutting: _____ <input type="checkbox"/> Archive <i>(for future retrieval)</i> <input type="checkbox"/> Create PDF <i>(e-mailed to you)</i>

Special:
<input type="checkbox"/> 5.5x8.5 signature book <i>(folded & stapled)</i> <input type="checkbox"/> 11x17 signature book <i>(folded & stapled)</i>

Special instructions/Other information: <i>(ex: cover on different paper, full color covers only, folding, etc.)</i>
<input type="checkbox"/> Proof Requested <i>(The contact listed above will be notified when proof is available.)</i>

Approval/Copyright Compliance:

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PTA President Approval: <i>(signature implies document has been reviewed)</i>	
Principal or Assistant Principal Approval: <i>(signature implies document has been reviewed)</i>	