

GISD PRINTING SERVICES REQUEST/INVOICE

QUOTE #

- COPY CENTER
 PRINT SHOP

Send Order to: 414 Stadium Drive, Garland, Texas 75040
(972) 494-8580 • (972) 494-8238 Fax • Interschool Mail Box # 807

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DO NOT WRITE IN SHADED AREAS.

INVOICE #	ADJ. DOC. #	DEPT. / SCHOOL APPROVAL
		REQUISITIONED BY
		E-MAIL FOR APPROVAL

DEPT./ SCHOOL	MAILBOX #	PHONE
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TODAY'S DATE	/	/	DATE NEEDED	/	/	F/O	F&B	# OF ORIGINAL PAGES	TOTAL COPIES
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CHECK ALL THAT APPLY	<input type="checkbox"/> 20# WHITE <input type="checkbox"/> CARDSTOCK <input type="checkbox"/> NCR 2 3 4 5 6 7 <input type="checkbox"/> COLLATE <input type="checkbox"/> SIDE/STAPLE <input type="checkbox"/> CORNER/STAPLE <input type="checkbox"/> SADDLE/STAPLE <input type="checkbox"/> 3 HOLE PUNCH <input type="checkbox"/> PERFORATE <input type="checkbox"/> TRIM <input type="checkbox"/> SPECIAL SIZE _____	<input type="checkbox"/> PAD <input type="checkbox"/> FOLD _____ <input type="checkbox"/> NUMBER <input type="checkbox"/> GLUE BIND <input type="checkbox"/> SPIRAL BIND <input type="checkbox"/> PERFECT BIND <input type="checkbox"/> ADDRESSING <input type="checkbox"/> INSERTING <input type="checkbox"/> LAMINATE <input type="checkbox"/> METER MAIL <input type="checkbox"/> OTHER _____	<input type="checkbox"/> STICKERS <input type="checkbox"/> CORRIPLAST SIGNS _____ <input type="checkbox"/> FOAM BOARD _____ <input type="checkbox"/> POSTERS _____ <input type="checkbox"/> T-SHIRTS (SCREEN PRINTING) <input type="checkbox"/> T-SHIRTS (HEAT TRANSFER)	<input type="checkbox"/> CALL TO GIVE ESTIMATE BEFORE PRINTING Est. \$ _____ <input type="checkbox"/> PLEASE DELIVER <input type="checkbox"/> OKAY TO PRINT _____ Date _____ <input type="checkbox"/> DO NOT DELIVER: Call (Name) _____ WHEN READY AT (Phone) _____
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BUDGET CODE

*Must be included with order and can delay our ability to process your job in a timely manner.

DESCRIPTION OF JOB



GRAPHIC ARTIST

In: _____

1st proof: _____

2nd proof: _____

Okay to print: _____

RETURN ORIGINALS

YES NO FILE

PRINTED BY	DATE	PRINTING COST \$
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