



BOOSTER CLUB/PTA COPY CENTER ORDER FORM

PLEASE SUBMIT ALL REQUESTS TO PISD.COPYCENTER@PISD.EDU

*All requests must be copy ready; no staples, correct size, and no tape on original document.

The requestor accepts responsibility for payment and any copyright infringements resulting from the duplication of this material.

PLEASE FILL OUT ALL AREAS (please print):

Date Submitted: _____ Date Needed: _____ Job Title: _____

Name: _____ Phone Number: _____ E-mail: _____

Campus: _____ PTA/Booster Club Name: _____

Total # of Originals Sent: _____ # of Copies Needed: _____
(note: a two-sided document is counted as two (2) originals)

Order Delivered to Campus

Order Will be Picked Up at Copy Center

CHECK ALL THE CHOICES BELOW THAT APPLY TO YOUR COPY ORDER

White Paper One-Sided

- 8.5 x 11 Letter (\$.025)
- 8.5 x 14 Legal (\$.04)
- 11 x 17 Ledger (\$.04)
- Color Ink (\$.35)

Color Paper One-Sided

- 8.5 x 11 Letter (\$.028)
- 11 x 17 Ledger (\$.045)

Cardstock One-Sided

- 8.5 x 11 Letter White (\$.04)
- 8.5 x 11 Letter Color (\$.05)
- 11 x 17 Ledger White (\$.05)
- 11 x 17 Ledger Color (\$.06)

White Paper Two-Sided

- 8.5 x 11 Letter (\$.02)
- 8.5 x 14 Legal (\$.03)
- 11 x 17 Ledger (\$.03)
- Color Ink (\$.65)

Color Paper Two-Sided

- 8.5 x 11 Letter (\$.025)
- 11 x 17 Ledger (\$.035)

Cardstock Two-Sided

- 8.5 x 11 Letter White (\$.03)
- 8.5 x 11 Letter Color (\$.03)
- 11 x 17 Ledger White (\$.03)
- 11 x 17 Ledger Color (\$.04)

Paper Color Options

(¹8.5 x 11; ²11 x 17)

- | | |
|---|--|
| Bright Blue ¹ <input type="checkbox"/> | Bright Orange ¹ <input type="checkbox"/> |
| Bright Pink ¹ <input type="checkbox"/> | Bright Red ¹ <input type="checkbox"/> |
| Salmon ¹ <input type="checkbox"/> | Pastel Green ^{1,2} <input type="checkbox"/> |
| Pastel Blue ^{1,2} <input type="checkbox"/> | Buff ¹ <input type="checkbox"/> |
| Solar Yellow ¹ <input type="checkbox"/> | Bright Gold ² <input type="checkbox"/> |
| Pastel Pink ¹ <input type="checkbox"/> | |

Cardstock Color Options

(¹8.5 x 11; ²11 x 17)

- | | |
|--|--|
| Bright Pink ¹ <input type="checkbox"/> | Solar Yellow ^{1,2} <input type="checkbox"/> |
| Bright Orange ¹ <input type="checkbox"/> | Orchid ¹ <input type="checkbox"/> |
| Planetary Purple ^{1,2} <input type="checkbox"/> | Re-Entry Red ^{1,2} <input type="checkbox"/> |
| Lunar Blue ¹ <input type="checkbox"/> | Celestial Blue ² <input type="checkbox"/> |
| Cosmic Orange ² <input type="checkbox"/> | Bright Gold ² <input type="checkbox"/> |
| Gamma Green ² <input type="checkbox"/> | Pastel Blue ² <input type="checkbox"/> |
| Pastel Green ² <input type="checkbox"/> | |

ADDITIONAL SERVICES AND FINISHING OPTIONS

3 Hole Punch (\$0.00)

Cutting (\$.25/cut)

Gluing (\$.20/100 sheets)

Bifold/Trifold (\$.02/set)

Collate (\$.025/set)

Collate & Staple (\$.035/set)

Covers, Backs, Inserts (\$.03 each)

Saddle Stitch & Fold (\$.045/set)

* Booster Clubs and PTA's will be billed at the end of each semester. Payment is due upon receipt of invoice.