



# BOOSTER CLUB/PTA COPY CENTER ORDER FORM

PLEASE SUBMIT ALL REQUESTS TO [PISD.COPYCENTER@PISD.EDU](mailto: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**

(<sup>1</sup> 8.5 x 11; <sup>2</sup> 11 x 17)

Bright Blue<sup>1</sup> ☐

Bright Orange<sup>1</sup> ☐

Bright Pink<sup>1</sup> ☐

Bright Red<sup>1</sup> ☐

Salmon<sup>1</sup> ☐

Pastel Green<sup>1,2</sup> ☐

Pastel Blue<sup>1,2</sup> ☐

Bright Gold<sup>2</sup> ☐

Solar Yellow<sup>1</sup> ☐

Pastel Pink<sup>1</sup> ☐

**Cardstock Color Options**

(<sup>1</sup> 8.5 x 11; <sup>2</sup> 11 x 17)

Bright Pink<sup>1</sup> ☐

Solar Yellow<sup>1,2</sup> ☐

Bright Orange<sup>1</sup> ☐

Re-Entry Red<sup>1,2</sup> ☐

Planetary Purple<sup>1,2</sup> ☐

Celestial Blue<sup>2</sup> ☐

Lunar Blue<sup>1</sup> ☐

Bright Gold<sup>2</sup> ☐

Cosmic Orange<sup>2</sup> ☐

Pastel Blue<sup>2</sup> ☐

Gamma Green<sup>2</sup> ☐

Pastel Green<sup>2</sup> ☐

**ADDITIONAL SERVICES AND FINISHING OPTIONS**

3 Hole Punch (\$.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.