



# SPECIALTY ITEMS 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: \_\_\_\_\_  
Order Delivered to Campus  Order Will be Picked Up at Copy Center

**CHECK ALL THE CHOICES BELOW THAT APPLY TO YOUR COPY ORDER**

**Vinyl Banner (Indoor Use)**

- 2 x 6 (\$48.00)
- 3 x 5 (\$60.00)
- 3 x 8 (\$96.00)
- 4 x 6 (\$96.00)
- 4 x 8 (\$128.00)

Quantity: \_\_\_\_\_

Design Layout:

Portrait  Landscape

**Large Paper Banner/Poster**

- 2 x 3 (\$23.40)
- 2.5 x 5 door size (\$48.75)
- 3 x 5 (\$58.50)
- 2 x 10 (\$78.00)

Quantity: \_\_\_\_\_

Design Layout:

Portrait  Landscape

**Magnets**

24" x 24" (\$37.50)

Quantity: \_\_\_\_\_

**Door Hangers**

3 per sheet \$2.00each

Quantity: \_\_\_\_\_

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