

San Mateo-Foster City School District
PRINT ORDER REQUEST FORM
 FAX:650.655.3392 • Phone: 650.312.7279

Date Completed: _____
Total cost: _____

Please fill out this form completely and send it, along with the originals, to the Publications Office. You can also email your originals to printshop@smfcsd.net. When your order is complete, this form will be returned to you with the originals and cost information.

Today's date: _____ **Requested completion date:** _____
Project /Document Name: _____ **Administrator approval:** _____
Contact name for project: _____ **Site/Department:** _____
Charge project to: PTA or **Resource Program Code** _____

PRINT SPECIFICATIONS

1. **Number of original pages** (count each side with printing as one page) _____ **Number of copies of each** _____
 2. **Printing:** one-sided or two-sided printing (20% discount for two-sided printing)
 3. **Sequencing:** collated or uncollated
 4. **Paper:** plain or 3-hole punched Color _____ Size _____ Weight _____
 5. **Covers:** Yes or No. If **yes**, please indicate cover color _____ Weight _____
Front Cover Printing: (check all that apply) Front inside front printed both side no printing
Back Cover Printing: (check all that apply) Back inside back printed both sides no printing
 6. **Staples:** one staple two staples no staples
 7. **Binding:** Yes or No. If **yes**, please check one option: Spiral Tape binding
 8. **NCR:** please check the number of sheets **2 3 4**
- Special Instructions:** _____

****** For Accounting Use Only ******

Item	Cost per copy printed	Quantity	Charges
8 1/2 X 11 20 # plain white paper02	x	=
20 # white punched paper03	x	=
20 # pastel colors04	x	=
Specials:			
Astrobrights, certificates, etc.06	x	=
Color copying:			
8 1/2 X 11 white paper(glossy +.03).....	.15	x	=
Cover...(glossy + .05).....	.25	x	=
Coverstock:			
White, pastels.....	.06	x	=
Astrobrights08	x	=
8 1/2 X 14 (Legal size):			
20#: white, (pastels)06 (.07)	x	=
60#, cover, white, pastels08	x	=
11X 17 (tabloid):			
60# white pastels08	x	=
Coverstock, Astrobrights12	x	=
NCR (includes padding).per set.....2 part = .15...3 part = .20... 4 part =.25		x	=
Binding			
Tape binding (3/4" max).....	.27	x	=
Over 3/4"40	x	=
Spiral38	x	=
Over 1"50	x	=
Booklet making (saddle stitch).....	.02	x	=
Other Services:			
Printed tabs, set of 5.....	.90	x	=
Set labeling	\$3.00	x	=
Cutting or folding.....	.002	x	=
padding05/pad	x	=
Hand collating, programming	\$2.50/quarter hour	x	=
Other		x	=
Other		x	=