



ALBUQUERQUE PUBLIC SCHOOLS
Graphics Enterprise Services

aps.edu/graphics

912A Oak Street SE • Alb, NM 87125-0704
842-3696 • Fax 842-3552

PRINT • COPY • GRAPHIC DESIGN

INVOICE/ORDER FORM (AD12a)

Job
Number

Routed to:

This form must be filled out completely. Please print clearly.

Date of Order _____ Date Job Needed _____ Location _____ Loc. # _____
Please do not write **ASAP** or **RUSH** - Normal turn around time is 7-10 working days.

Contact Name _____ Phone/Cell _____ Email _____

Payment Method: *Req. No. _____ P.O. No. _____ *Our vendor number is 12878. Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.

☐ Activities Fund ☐ Credit Card ☐ Check ☐ Cash ☐ Other _____ Billing Address _____

Delivery of Job: ☐ APS Interoffice Mail ☐ Call for pickup _____ ☐ Personal/Non-APS Order Total Quantity

Title of Job _____

DESIGN SPECIFICATIONS

☐ Reprint / Copy (no design or edit required)

☐ Revisions Needed (any manipulation to file for print or layout purposes will incur a \$35 Set-Up Fee)

Set-Up Fee

\$

☐ New Design (all New Design request will be quoted for design time at a design fee of \$35/hr)

Design Fee

\$

☐ hard copy provided ☐ digital file provided

PRINTING AND BINDERY SPECIFICATIONS

Number of Originals _____ ☐ one sided ☐ two sided ☐ booklet format

Printing Fee

\$

Paper Size _____ Print _____ up Type of Paper _____

Example: 5.5x8.5, 8.5x11, 8.5x14, 11x17, 18x24...

Example: plain, card stock, vinyl, NCR (2, 3, or 4 part), tabs...

Paper Color _____ Ink Color(s) ☐ black ☐ full color Other _____

Fold ☐ ☐ ☐ ☐ ☐

Finishing / Bindery Fee

\$

Bind ☐ Saddle Stitch ☐ Corner Staple ☐ Pad (_____ sheets per pad)

Rush Fee

\$

Coil Bind Color _____ Size _____

Short notice orders and changes will incur rush fee charges, up to 50% - 100% of total job cost.

Other ☐ Drill No. Holes _____ ☐ Perforate ☐ Score ☐ Laminate

Total GES job quote

\$

SPECIAL INSTRUCTIONS

STAMP

GES Use Only

Job Completed by

Date