PUBLISHING SERVICES
Project Request

Date / Time In	**Date / Time Needed**	Ticket Number

Department/School	Pick Up ☐	Mail Stop:	Cube #	Copier Code:	

Contact Person	Phone	Fund	Cost Center	Commitment Item

Project Name

Job Specs

Single Sided ☐	Double Sided ☐	B&W ☐ COLOR ☐ MIXED ☐	**Qty. Needed**	# of Originals

Staples	Binding	Paper	
☐ Corner	☐ Coil	☐ White	☐ 100% Recycled
☐ Side	☐ Padding	☐ Color	☐ 3-hole punched
☐ Booklet	☐ Other	☐ NCR	☐ Other

Large Format

- ☐ 18 x 24”
- ☐ 24 x 36”
- ☐ Other

- ☐ Bond
- ☐ Vinyl
- ☐ Gloss
- ☐ Lamination
- ☐ Foamcore

SPECIAL INSTRUCTIONS:

ALL PROJECTS OVER 1500 COPIES MUST PROOF.

Item	Quantity	Price	Cost
		Total Cost:	

Letterhead		Business Cards		#10 Envelopes	
☐ 500 sheets	$65	☐ 100 cards	$20	☐ 500 envelopes	$65
☐ 1000 sheets	$85	☐ 250 cards	$30	☐ 1000 envelopes	$85
☐ 2500 sheets	$160	☐ 500 cards	$40	☐ 1500 envelopes	$160
☐ 5000 sheets	$300	☐ 1000 cards	$50	☐ 2500 envelopes	$300
☐ 10000 sheets	$550	☐ 2000 cards	$60	☐ 5000 envelopes	$550

SEATTLE PUBLIC SCHOOLS

Job Run By	Date Finished	Quality Check
		P ☐ E ☐ C ☐ 2 ☐ S ☐

Send Requests to: John Stanford Center MS: 21-374 fax: 206.252.0081 publishing@seattleschools.org