

EDGAR SCHOOL DISTRICT

POSTER MAKER ORDER & BUDGET FORM

Please complete the following form in detail to place your order. Orders will take 3-5 school days to complete. No order will be completed without the proper budget information included.

Name: _____

Date Order Placed: _____

Quantity of Posters: _____

- Color
- Black & White

Size (Circle one)	Price (approximate)
24 x 36	\$6-\$9
16 x 24	\$5-\$7
Special Larger Sizing is available. Approx. \$2-\$3 per lineal foot. Please check with Mr. Streit for special size orders.	

Files should be placed in the N: Drive/Shared Folder/Postermaker
 If you are using a Variquest template poster please indicate file number below
 Please try to be sure files are in a .pdf file. Email Mr. Streit with ?'s

Name of File/Variquest number: _____

Description of Order: (be specific)

Date Order Needed: _____

Budget Information:

Staff Signature: _____ Student Signature: _____

Object	Function	Project	Amount (administrative)

Activity Fund Account # _____

Approved by: _____
Principal

 District Administrator