



PASADENA ISD PRINT SHOP LAMINATION FORM

PASADENA ISD ADMINISTRATION BUILDING | EMAIL: PRINTSHOP@PASADENAISD.ORG

JOB NUMBER:

1 CUSTOMER INFORMATION

Name: _____ Print Job Title: _____

Department/Campus: _____ Today's Date: _____ Date Needed By: _____

Phone/Ext: _____ Delivery Options: Deliver Call for Pick Up _____

Originals Provided: Digital File Hard Copy/Scan

2 JOB DESCRIPTION

Only ONE job per Lamination Form: Attach the original artwork, sample copies or notes with this form. DO NOT TURN IN STAPLED NOTES WITH THIS FORM.

LAMINATING

of Items: _____

**Must contact Print Shop to turn on the laminating machine 15 minutes upon arrival if laminating personally.*

COST *This section MUST be reviewed and verified by Print Shop personnel when this form is turned in.*

*** COMPLETED PERSONALLY**

Number of inches _____ X \$.10/in = \$ _____
NOT FEET

COMPLETED BY PRINTSHOP

Number of inches _____ X \$.20/in = \$ _____

COMPLETED & TRIMMED BY PRINTSHOP

Number of inches _____ X \$.30/in = \$ _____

TOTAL COST = \$ _____

Verified By: _____

SPECIAL INSTRUCTIONS:

3 PAYMENT/INVOICE *Keep a copy for your records!*

* Authorized Signature of a fund approver and completed budget information required prior to production.

FUND	FUNCTION	OBJ	SUB OBJ	ORG	PIC	LOCAL	OWNER	AMOUNT
199	41	6399	000	726	99	000000	726	
FUND	FUNCTION	OBJ	SUB OBJ	ORG	PIC	LOCAL	OWNER	AMOUNT

Acknowledgment: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are correct.

Bookkeeper/Secretary's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____
** SIGNATURE REQUIRED TO PROCESS ORDER*

Federal Signature: _____ Date: _____

INVOICE #: _____

TOTAL: _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other printed material. Before placing this order, you MUST verify that all requirements concerning copyright restrictions have been met. The Pasadena ISD Print Shop may refuse to accept a printing/copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

PRINT SHOP USE ONLY

Job Number: _____ Laminated By: _____ Date Completed: _____