

How to Submit a Print and Check Request



Step 1:

Download the New Print Request form and Print Request Cost Estimator to **your** computer from the KISD Print Shop website (https://www.killeenisd.org/print_shop)

Print Shop

Home Departments Print Shop



The Mission of the KISD Print Shop is to assist administrators and teachers in their endeavors to educate the children of our District with a quality printing service in a timely, cost effective manner.

The Print Shop has the capability to produce a wide variety of printed products to include posters, banners, brochures, carbonless forms, programs and other printed material needed by the District. We operate and maintain a variety of equipment including two offset presses, one black and white copier, one color production printer, one wide format printer, a large capacity folder, industrial guillotine cutter, and multiple bindery machines.

We are continuously adding additional services that will aid in the education of our students.

Address: 3004 Atkinson Ave Killeen, TX 76543-4015

Phone: (254) 336-0576

- ▶ 2020 Print Request Cost Estimator
- ▶ 2020 Print Request Form
- ▶ KISD Printing Services Booklet
- ▶ Print Shop Guidelines

DO NOT FILL OUT PRINT REQUEST FORM IN WEB BROWSER

Step 2:

Open New Print Request form in Adobe Reader.



Step 3:


Fill out New Print Request form

Contact information for person to be contacted if there are any questions

Your 3 Digit Org Number

Print Shop Use Only!
Job No. _____

REQUEST FOR PRINTING

 PRINTING SERVICES	School, Department, Or Organization		Organization #
	REQUESTED BY	PHONE NUMBER	
	EMAIL ADDRESS	@killeenisd.org	NEEDED BY DATE?

Job Description

Number of pages in original document

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING NO. OF COPIES NO. OF PAGES FINISHED SIZE EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG	<input type="checkbox"/> ONE-sided printing <input type="checkbox"/> TWO-sided printing	<input type="checkbox"/> Mixed one-and two-sided printing <i>(please send sample for us to follow)</i>
	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	
	<i>If both please explain in notes section</i>	

Date needed
(Please give extra time for large quantities or jobs that require paper not kept in stock)

Size of document when completely finished

PAPER STANDARD CARBONLESS SPECIALTY PAPER (specify)	<input type="checkbox"/> WHITE <input type="checkbox"/> COLOR (specify) <input type="checkbox"/> COLOR (specify)	CARDSTOCK <input type="checkbox"/> WHITE <input type="checkbox"/> COLOR (specify) COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both <input type="checkbox"/> 2-PART (W/Y) <input type="checkbox"/> 3-PART (W/Y/P) <input type="checkbox"/> 4-PART (W/Y/P/GOLD)
	<input type="checkbox"/> 3 HOLE PUNCHED <input type="checkbox"/> PADDING: Number of sheets per pad _____	
	OTHER BINDERY INSTRUCTIONS	

FINISHING SERVICES STAPLE CHECK ONE <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLE STITCH	BINDING CHECK ONE <input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> COMB BINDING

NOTES
ADDITIONAL NOTES/SPECIAL INSTRUCTIONS Any additional information (i.e. Color cover, black & white insides)
<input type="checkbox"/> New/Revised File <input type="checkbox"/> Use version already on file at Print Shop

PRINT SHOP USE ONLY:	
B&W Impressions:	_____
Color Impressions:	_____
Materials:	\$ _____
Plates:	\$ _____
Ink:	\$ _____
Typesetting:	\$ _____
Binding:	\$ _____
Padding:	\$ _____
Boxes:	\$ _____
Final Total:	\$ _____

PRINT SHOP USE ONLY!

DELIVERY	<input type="checkbox"/> TRANSPORTATION DELIVERY
	<input type="checkbox"/> CUSTOMER PICK UP

Price Estimate
\$ _____

For reference use only.

Pricing can be found on the KISD Print Shop Website or in the Printing Services Booklet

Step 4:

Complete the Print Request Cost Estimator to find Estimate to use when submitting Check Request

Final Estimated Price will be found on line 122
(add \$5.00 to line 122 for Carbonless Paper, Letterhead, Envelopes, and Temporary ID's)

Section of Request	Category	Description	Cost per sheet	Quantity	Estimated Cost
82	Printing/Paper	Paper Options	Colored Vinyl (no print) - per square foot - In quantity column, enter # of SqFt		\$ 0.50
83	Printing/Paper	Paper Options	Clear Static Cling - no white ink - per square foot - In quantity column, enter # of SqFt		\$ 1.00
84	Printing/Paper	Paper Options	Clear Static Cling - with white ink - per square foot - In quantity column, enter # of SqFt		\$ 1.00
85	Printing/Paper	Paper Options	White Static Cling - per square foot - In quantity column, enter # of SqFt		\$ 1.00
86	Printing/Paper	Paper Options	Clear View Window - no white ink - per square foot - In quantity column, enter # of SqFt		\$ 1.00
87	Printing/Paper	Paper Options	Clear View Window - with white ink - per square foot - In quantity column, enter # of SqFt		\$ 1.00
88	Printing/Paper	Paper Options	Glossy Banner - per square foot - In quantity column, enter # of SqFt		\$ 1.00
89	Printing/Paper	Paper Options	Light-weight Banner - per square foot - In quantity column, enter # of SqFt		\$ 1.00
90	Printing/Paper	Paper Options	Backlit Film - per square foot - In quantity column, enter # of SqFt		\$ 1.00
91	Printing/Paper	Paper Options	Glossy Canvas - per square foot - In quantity column, enter # of SqFt		\$ 2.00
92	Printing/Paper	Paper Options	Satin Canvas - per square foot - In quantity column, enter # of SqFt		\$ 2.00
93	Printing/Paper	Paper Options	Glossy Sticker - per square foot - In quantity column, enter # of SqFt		\$ 1.25
94	Printing/Paper	Paper Options	Glossy Photo - per square foot - In quantity column, enter # of SqFt		\$ 1.25
95	Printing/Paper	Paper Options	Matte Paper - per square foot - In quantity column, enter # of SqFt		\$ 1.00
96	Printing/Paper	Paper Options	Glossy Paper - per square foot - In quantity column, enter # of SqFt		\$ 1.00
97					
98	Die-Cut Paper				
99	Printing/Paper	Door Hangers	Tear Resistant White Paper - 2 3/4" x 5 1/2" - 6 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 1.04
100	Printing/Paper	Door Hangers	Tear Resistant White Paper - 3 2/3" x 8 1/2" - 3 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 1.65
101	Printing/Paper	Door Hangers	Tear Resistant White Paper - 4 1/4" x 11" - 2 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 1.65
102	Printing/Paper	Door Hangers	White Gloss Paper - 4 1/8" x 11" - 4 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 0.38
103	Printing/Paper	Door Hangers	White Gloss Paper - 4 1/2" x 11" - 4 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 0.38
104	Printing/Paper	Door Hangers	White or Colored Cardstock - 4 1/2" x 11" - 4 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 0.31
105	Printing/Paper	Door Hangers	White or Colored Cardstock - 3 2/3" x 8 1/2" - 6 up - per sheet - In quantity column, enter # of sheets not # of hangers		\$ 0.31
106	Printing/Paper	Table Tents	3 1/4" x 4 1/4" - 2 up - per sheet - In quantity column, enter # of sheets not # of tents		\$ 0.23
107	Printing/Paper	Table Tents	3 3/4" x 8 1/2" - 1 up - per sheet		\$ 0.22
108	Printing/Paper	Table Tents	5" x 11" - 2 up - per sheet - In quantity column, enter # of sheets not # of tents		\$ 0.30
109	Printing/Paper	Table Tents	5" x 8 1/2" - 1 up - per sheet		\$ 0.30
110	Printing/Paper	Tickets	2 1/8" x 5 1/2" - 8 up - per sheet - In quantity column, enter # of sheets not # of tickets		\$ 0.71
111	Printing/Paper	Tickets	2 1/4" x 8 1/2" - 4 up - per sheet - In quantity column, enter # of sheets not # of tickets		\$ 0.68
112	Printing/Paper	Specialty Papers	12" x 18" WeatherProof - per sheet		\$ 1.63
113	Printing/Paper	Specialty Papers	12" x 18" WeatherProof Stickers - per sheet		\$ 1.96
114					
115	Finishing Services				
116	Finishing Services	Finishing Services	Staple (per staple)		\$ 0.00
117	Finishing Services	Finishing Services	Comb Binding - per comb		\$ 0.05
118	Finishing Services	Finishing Services	Coil/Spiral Binding - per coil/spiral		\$ 0.12
119	Finishing Services	Finishing Services	Padding - per pad		\$ 0.10
120					\$0.00
121					
122			Total entered into Check Request		\$0.00
123					

Step 5:

Using this Estimated Price, Submit a Check Request

Reminders:

- You must fill in EVERYTHING above Job Requirements.
- Incomplete Print Requests will be denied, which will delay the Print Job.
- This is just an Estimate. Final price is subject to change once Print Job has been completed.

Step 6:

Submit a Check Request

The screenshot shows a web form for submitting a check request. It is divided into three main sections: 'Check Request Details', 'Check Request Line Items', and 'Check Request Line Item Attachment(s)'.
1. **Check Request Details:** This section contains various dropdown menus and text boxes. 'Fiscal Year' is set to 2020, and 'Category' is 'Print Shop'. 'Vendor' is 'Killeen ISD Print Shop - 99251'. 'Supporting Documentation' is 'Attached'. 'Route Check' is 'Send to Vendor'. There is a 'Justification' field with a text box containing 'Example of Check Request'.
2. **Check Request Line Items:** This section shows a table with one line item. The 'Invoice Number' is 0001, the 'Amount' is 1.00, and the 'Description' is 'Example of Check Request'. Below the table, there is a 'Total Check Request Amount' of \$1.00 and an 'Add Invoice' button.
3. **Check Request Line Item Attachment(s):** This section has a red warning message: 'Please select the Invoice Number for which you want to add an attachment.' and an 'Upload' button.

Check Request Details

1. Fiscal Year:
2. Category: Print Shop
3. Select Vendor - Killeen ISD Print Shop
4. Supporting Document - Attached
5. Needed by: (Date you are needing job completed by)
6. Requester
7. Event Date: (Date you submit request)
8. Route Check - Send to Vendor
9. Justification: Print Request
10. Need Separate Check?- UNCHECK

Check Request Line Items

1. Invoice Number: (Invoice number will be assigned by print shop after order is received. **Please fill in with 0001, 0002, 0003, etc. Each Line must have a different number.**)
2. Amount: Price Estimate (Use price from Print Request Cost Estimator in Step 4)
3. Job Description
4. Budget Code to be charged
(To add multiple Print Requests to Check Request click Add Invoice)

Check Request Line Item Attachment(s)

NOTE: Each Line needs to have a Print Request Attached to it

1. Attach Request for Printing form (Located on the KISD Print Shop website)
2. Submit for approval


Remember:

- You can submit multiple Print Requests on One Check Request as long as the Invoice Number is different.

Examples of Common Print Requests

REQUEST FOR PRINTING

Job No.

 PRINTING SERVICES	School, Department, Or Organization		Organization #
	Print Shop		920
REQUESTED BY Laura Galipeau	PHONE NUMBER ext. 0576		NEEDED BY DATE? 01/01/2000
EMAIL ADDRESS: laura.galipeau	@killeenisd.org		

Job Description

Business Cards - Galipeau

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING	NO. OF COPIES: 250	<input type="checkbox"/> ONE-sided printing	<input type="checkbox"/> Mixed one-and two-sided printing <i>(please send sample for us to follow)</i>
	NO. OF PAGES: 1	<input type="checkbox"/> TWO-sided printing	
	FINISHED SIZE: standard	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	
EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG			


PAPER	STANDARD	<input type="checkbox"/> WHITE	CARDSTOCK	<input type="checkbox"/> WHITE
	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	
	<input type="checkbox"/> COLOR (specify)	COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both		
	CARBONLESS	<input type="checkbox"/> 2-PART (W/Y)	<input type="checkbox"/> 3-PART (W/Y/P)	<input type="checkbox"/> 4-PART (W/Y/P/GOLD)
	SPECIALTY PAPER (specify) standard business card paper			

FINISHING SERVICES	STAPLE	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLE STITCH	BINDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> COMB BINDING
	FOLDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> HALF <input type="checkbox"/> THIRDS (letter)	<input type="checkbox"/> 3 HOLE PUNCHED <input type="checkbox"/> PADDING: Number of sheets per pad _____	

NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS	PRINT SHOP USE ONLY:
	Laura Galipeau 3004 Atkinson Ave. Killeen, TX 76543 254-336-0576 laura.galipeau@killeenisd.org <input type="checkbox"/> New/Revised File <input type="checkbox"/> Use version already on file at Print Shop	B&W Impressions: _____ Color Impressions: _____ Materials: \$ _____ Plates: \$ _____ Ink: \$ _____ Typesetting: \$ _____ Binding: \$ _____ Padding: \$ _____ Boxes: \$ _____ Final Total: \$ 0.00
DELIVERY	<input type="checkbox"/> TRANSPORTATION DELIVERY <input type="checkbox"/> CUSTOMER PICK UP	Price Estimate \$ _____

REQUEST FOR PRINTING

Job No.

 PRINTING SERVICES	School, Department, Or Organization		Organization #
	Print Shop		920
REQUESTED BY Laura Galipeau	PHONE NUMBER ext. 0576		NEEDED BY DATE? 01/01/2000
EMAIL ADDRESS: laura.galipeau	@killeenisd.org		

Job Description

Notepads

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING	NO. OF COPIES: 100	<input type="checkbox"/> ONE-sided printing	<input type="checkbox"/> Mixed one-and two-sided printing <i>(please send sample for us to follow)</i>
	NO. OF PAGES: 1	<input type="checkbox"/> TWO-sided printing	
	FINISHED SIZE: 5.5"x8.5"	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	
EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG			


PAPER	STANDARD	<input type="checkbox"/> WHITE	CARDSTOCK	<input type="checkbox"/> WHITE
	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	
	<input type="checkbox"/> COLOR (specify)	COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both		
	CARBONLESS	<input type="checkbox"/> 2-PART (W/Y)	<input type="checkbox"/> 3-PART (W/Y/P)	<input type="checkbox"/> 4-PART (W/Y/P/GOLD)
	SPECIALTY PAPER (specify) standard business card paper			

FINISHING SERVICES	STAPLE	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLE STITCH	BINDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> COMB BINDING
	FOLDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> HALF <input type="checkbox"/> THIRDS (letter)	<input type="checkbox"/> 3 HOLE PUNCHED <input type="checkbox"/> PADDING: Number of sheets per pad 50	

NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS	PRINT SHOP USE ONLY:
	<input type="checkbox"/> New/Revised File <input type="checkbox"/> Use version already on file at Print Shop	B&W Impressions: _____ Color Impressions: _____ Materials: \$ _____ Plates: \$ _____ Ink: \$ _____ Typesetting: \$ _____ Binding: \$ _____ Padding: \$ _____ Boxes: \$ _____ Final Total: \$ 0.00
DELIVERY	<input type="checkbox"/> TRANSPORTATION DELIVERY <input type="checkbox"/> CUSTOMER PICK UP	Price Estimate \$ _____

REQUEST FOR PRINTING

Job No.

 PRINTING SERVICES	School, Department, Or Organization		Organization #
	Print Shop		920
REQUESTED BY Laura Galipeau	PHONE NUMBER ext. 0576		NEEDED BY DATE? 01/01/2000
EMAIL ADDRESS: laura.galipeau	@killeenisd.org		

Job Description

Tardy Slips

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING	NO. OF COPIES: 5,000	<input type="checkbox"/> ONE-sided printing	<input type="checkbox"/> Mixed one-and two-sided printing <i>(please send sample for us to follow)</i>
	NO. OF PAGES: 1	<input type="checkbox"/> TWO-sided printing	
	FINISHED SIZE: 4.25"x5.5"	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	
EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG			


PAPER	STANDARD	<input type="checkbox"/> WHITE	CARDSTOCK	<input type="checkbox"/> WHITE
	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	
	<input type="checkbox"/> COLOR (specify)	COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both		
	CARBONLESS	<input type="checkbox"/> 2-PART (W/Y)	<input type="checkbox"/> 3-PART (W/Y/P)	<input type="checkbox"/> 4-PART (W/Y/P/GOLD)
	SPECIALTY PAPER (specify) white sticker paper			

FINISHING SERVICES	STAPLE	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLE STITCH	BINDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> COMB BINDING
	FOLDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> HALF <input type="checkbox"/> THIRDS (letter)	<input type="checkbox"/> 3 HOLE PUNCHED <input type="checkbox"/> PADDING: Number of sheets per pad _____	

NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS	PRINT SHOP USE ONLY:
	<input type="checkbox"/> New/Revised File <input type="checkbox"/> Use version already on file at Print Shop	B&W Impressions: _____ Color Impressions: _____ Materials: \$ _____ Plates: \$ _____ Ink: \$ _____ Typesetting: \$ _____ Binding: \$ _____ Padding: \$ _____ Boxes: \$ _____ Final Total: \$ 0.00
DELIVERY	<input type="checkbox"/> TRANSPORTATION DELIVERY <input type="checkbox"/> CUSTOMER PICK UP	Price Estimate \$ _____

REQUEST FOR PRINTING

Job No.

 PRINTING SERVICES	School, Department, Or Organization		Organization #
	Print Shop		920
REQUESTED BY Laura Galipeau	PHONE NUMBER ext. 0576		NEEDED BY DATE? 01/01/2000
EMAIL ADDRESS: laura.galipeau	@killeenisd.org		

Job Description

Temp ID's

JOB REQUIREMENTS — Please Fill In or Check All Applicable Categories

PRINTING	NO. OF COPIES: 1,000	<input type="checkbox"/> ONE-sided printing	<input type="checkbox"/> Mixed one-and two-sided printing <i>(please send sample for us to follow)</i>
	NO. OF PAGES: 1	<input type="checkbox"/> TWO-sided printing	
	FINISHED SIZE: standard	<input type="checkbox"/> COLOR <input type="checkbox"/> BLACK & WHITE	
EMAIL FILES TO DL-PRINTSHOP@KILLEENISD.ORG			

PAPER	STANDARD	<input type="checkbox"/> WHITE	CARDSTOCK	<input type="checkbox"/> WHITE
	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	<input type="checkbox"/> COLOR (specify)	
	<input type="checkbox"/> COLOR (specify)	COVERS: <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/> Both		
	CARBONLESS	<input type="checkbox"/> 2-PART (W/Y)	<input type="checkbox"/> 3-PART (W/Y/P)	<input type="checkbox"/> 4-PART (W/Y/P/GOLD)
	SPECIALTY PAPER (specify) white sticker paper			

FINISHING SERVICES	STAPLE	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> ONE IN CORNER <input type="checkbox"/> TWO ON SIDE <input type="checkbox"/> SADDLE STITCH	BINDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> PLASTIC COIL <input type="checkbox"/> COMB BINDING
	FOLDING	<input type="checkbox"/> CHECK ONE <input type="checkbox"/> HALF <input type="checkbox"/> THIRDS (letter)	<input type="checkbox"/> 3 HOLE PUNCHED <input type="checkbox"/> PADDING: Number of sheets per pad _____	

NOTES	ADDITIONAL NOTES/SPECIAL INSTRUCTIONS	PRINT SHOP USE ONLY:
	<input type="checkbox"/> New/Revised File <input type="checkbox"/> Use version already on file at Print Shop	B&W Impressions: _____ Color Impressions: _____ Materials: \$ _____ Plates: \$ _____ Ink: \$ _____ Typesetting: \$ _____ Binding: \$ _____ Padding: \$ _____ Boxes: \$ _____ Final Total: \$ 0.00
DELIVERY	<input type="checkbox"/> TRANSPORTATION DELIVERY <input type="checkbox"/> CUSTOMER PICK UP	Price Estimate \$ _____

REQUEST FOR PRINTING

Job No.

Form header for Request for Printing, including School, Department, Organization, and contact information for Laura Galipeau.

Job Description: Return Address on Envelopes

Job Requirements section for envelopes, including NO. OF COPIES (5,000), NO. OF PAGES (1), and options for color and black & white printing.

Paper selection section with options for STANDARD (WHITE, COLOR), CARBONLESS, and SPECIALTY PAPER (white #10 envelopes with window).

Finishing Services section with options for STAPLE, BINDING (PLASTIC COIL, 3 HOLE PUNCHED), and FOLDING (ONE IN CORNER, TWO ON SIDE, SADDLE STITCH).

Notes section with ADDITIONAL NOTES/SPECIAL INSTRUCTIONS and PRINT SHOP USE ONLY section for B&W and Color Impressions.

Delivery and Price Estimate section with checkboxes for TRANSPORTATION DELIVERY and CUSTOMER PICK UP, and a Price Estimate field.

REQUEST FOR PRINTING

Job No.

Form header for Request for Printing, including School, Department, Organization, and contact information for Laura Galipeau.

Job Description: Programs

Job Requirements section for programs, including NO. OF COPIES (1,000), NO. OF PAGES (40), and options for color and black & white printing.

Paper selection section with options for STANDARD (WHITE, COLOR), CARBONLESS, and SPECIALTY PAPER.

Finishing Services section with options for STAPLE, BINDING (PLASTIC COIL, 3 HOLE PUNCHED), and FOLDING (ONE IN CORNER, TWO ON SIDE, SADDLE STITCH).

Notes section with ADDITIONAL NOTES/SPECIAL INSTRUCTIONS and PRINT SHOP USE ONLY section for B&W and Color Impressions.

Delivery and Price Estimate section with checkboxes for TRANSPORTATION DELIVERY and CUSTOMER PICK UP, and a Price Estimate field.

REQUEST FOR PRINTING

Job No.

Form header for Request for Printing, including School, Department, Organization, and contact information for Laura Galipeau.

Job Description: Choice Sheets

Job Requirements section for choice sheets, including NO. OF COPIES (1,000), NO. OF PAGES (1), and options for color and black & white printing.

Paper selection section with options for STANDARD (WHITE, COLOR), CARBONLESS, and SPECIALTY PAPER.

Finishing Services section with options for STAPLE, BINDING (PLASTIC COIL, 3 HOLE PUNCHED), and FOLDING (ONE IN CORNER, TWO ON SIDE, SADDLE STITCH).

Notes section with ADDITIONAL NOTES/SPECIAL INSTRUCTIONS and PRINT SHOP USE ONLY section for B&W and Color Impressions.

Delivery and Price Estimate section with checkboxes for TRANSPORTATION DELIVERY and CUSTOMER PICK UP, and a Price Estimate field.

REQUEST FOR PRINTING

Job No.

Form header for Request for Printing, including School, Department, Organization, and contact information for Laura Galipeau.

Job Description: Banner

Job Requirements section for banner, including NO. OF COPIES (4), NO. OF PAGES (1), and options for color and black & white printing.

Paper selection section with options for STANDARD (WHITE, COLOR), CARBONLESS, and SPECIALTY PAPER (glossy banner paper).

Finishing Services section with options for STAPLE, BINDING (PLASTIC COIL, 3 HOLE PUNCHED), and FOLDING (ONE IN CORNER, TWO ON SIDE, SADDLE STITCH).

Notes section with ADDITIONAL NOTES/SPECIAL INSTRUCTIONS (Grommets in top 2 corners) and PRINT SHOP USE ONLY section for B&W and Color Impressions.

Delivery and Price Estimate section with checkboxes for TRANSPORTATION DELIVERY and CUSTOMER PICK UP, and a Price Estimate field.

IMPORTANT REMINDERS

- Print Requests must remain **Digital** and **Fillable** at all times.
- Print Requests can **NOT** be printed, scanned, and then attached to the Check Request.
- You can **NOT** add any additional pages to the Print Request file.
- It is the responsibility of the person submitting the request to calculate the Cost Estimate.
- Check Requests will be denied if the Print Request is not filled out completely and/or attached correctly.
- This Print Request is a general form that may not cover everything, please do your best to complete based on the job you are requesting before you call the Print Shop.
- Print Jobs will not be started until a fully Approved Check Request and **Print Ready pdf** file is received by the Print Shop.
- New or revised files should be emailed to DL-PrintShop@killeenisd.org as well as indicated on the Print Request. Do **NOT** attach them to the check request. (The Print Shop will not print from files attached to check requests)