EDUCATION SERVICE CENTER REGION 11

PRINT SHOP
EXTERNAL JOB TICKET

Please submit this ticket to printservices@esc11.net and you will receive a quote within 2 business days.
If you have any questions or concerns please reach out to us at printservices@esc11.net.

Name: _____ **Date of Event:** _____

Job Name: _____ **Date and Time Needed:** _____

Organization: _____ **Date and Time Submitted:** _____

Phone Number: _____ **Purchase Order:** _____

Number of Copies: _____ **Number of Pages:** _____ **Rush Fee:** ☐

Job Description

Black and White Printing
- One-Sided ☐
- Two Page to Double-Sided ☐
- Double-Sided ☐
- Collate ☐

Speciality Paper
- Pastel Paper Stock 20lb (8.5" x 11") ☐
- Bright Paper Stock 20lb (8.5" x 11") ☐
- Pastel Cardstock 65lb (8.5" x 11") ☐
- Bright Cardstock 65lb (8.5" x 11") ☐
- Certificate Paper (8.5" x 11") ☐
- 2-part Forms (8.5" x 11" Carbon-less) Per Set ☐
- 3-part Forms (8.5" x 11" Carbon-less) Per Set ☐
- Colored Slip Sheets (8.5" x 11") ☐

Finishing
- Staple: Upper Right Corner ☐
- Staple: Upper Left Corner ☐
- Staple: Landscape ☐
- 3-Hole Punch ☐
- Tabs: Bank Quanitiy: _____ ☐

Fold
- Half ☐
- Tri Fold ☐
- Image In ☐
- Image Out ☐

Lamination
- Laminating Per Inch ☐
- Trim Out ☐

Color Printing
- One-Sided ☐
- Two Page to Double-Sided ☐
- Double-Sided ☐
- Collate ☐

Cardstock
- Letter (8.5" x 11") 65lb ☐
- Letter (8.5" x 11") 80lb ☐
- Letter (8.5" x 11") 100lb ☐
- Ledger/Tabloid (11" x 17") 65lb / Vellum ☐
- Ledger/Tabloid (11" x 17") 65lb ☐
- Ledger/Tabloid (11" x 17") 80lb ☐
- Ledger/Tabloid (11" x 17") 100lb ☐
- Arch B (12" x 18") 80lb ☐
- Arch B (12" x 18") 100lb ☐

Reams of Paper
- Letter (8.5" x 11") 500 Sheets ☐ QT: _____
- Cardstock Letter (8.5" x 11") 65lb 250 Sheets ☐ QT: _____
- Legal (8.5" x 14") 500 Sheets ☐ QT: _____
- Ledger/Tabloid (11" x 17") 500 Sheets ☐ QT: _____

Branded Items
- Cards with Envelopes ☐ QT: _____
- 8.5 x 11 Legal Pad ☐ QT: _____
- 5 x 8 Legal Pad ☐ QT: _____
- 6 x 4 Notepad ☐ QT: _____
- 3 x 3 Sticky Pad ☐ QT: _____
- Pocket Folder ☐ QT: _____
- #10 Business Envelope with Logo ☐ QT: _____
- Pens ☐ QT: _____
- 12 2" Circle Sticker ☐ QT: _____

Enlargements & Posters
- 5" x 7" to 8.5" x 11" ☐
- 8.5" x 11" to 11" x 17" ☐
- 16 x 20 Poster ☐
- 18 x 20 Poster ☐
- 20 x 30 Poster ☐
- 24 x 36 Poster ☐
- 16 x 20 Poster Mounted ☐
- 20 x 30 Poster Mounted ☐
- 24 x 36 Poster Mounted ☐

Banners & Signs

Banners and Signs must be submitted 4 weeks before the due date.
- 33" x 80" Retractable Banner w/ stand ☐
- 33" x 80" X-Frame w/ stand ☐
- 4" x 8" Banner ☐
- 3" x 8" Banner ☐
- Yard Sign with Stake ☐

Binding / Booklet
- Saddlestich with Cardstock Cover ☐
- Coil Binding with Cardstock Cover ☐
- Coil Binding with Clear Cover ☐

Business Cards (1 Box = 264 Cards)
- Single Sided ☐
- Double Sided ☐

Visit https://bit.ly/escbusinesscards or scan the QR Code to submit your Business Card request.