EDUCATION SERVICE CENTER

PRINT SHOP

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		Color Printing			 Enlargements & Posters	
One-Sided		One-Sided			5" x 7" to 8.5" x 11"	
Two Page to Double-Sided		Two Page to Double-Sided			8.5" x 11" to 11" x 17"	
Double-Sided		Double-Sided			16 x 20 Poster	
Collate		Collate			18 x 20 Poster	
					20 x 30 Poster	
Speciality Paper		Cardstock			24 x 36 Poster	
Pastel Paper Stock 20lb (8.5" x 11")		Letter (8.5" x 11") 65lb			16 x 20 Poster Mounted	
Bright Paper Stock 20lb (8.5" x 11")		Letter (8.5" x 11") 80lb			20 x 30 Poster Mounted	
Pastel Cardstock 65lb (8.5" x 11")		Letter (8.5" x 11") 100lb			24 x 36 Poster Mounted	
Bright Cardstock 65lb (8.5" x 11")		Ledger/Tabloid (11" x 17") 65lb / Vellum				
Certificate Paper (8.5" x 11")		Ledger/Tabloid (11" x 17") 65lb			Banners & Signs	
2-part Forms (8.5" x 11" Carbon-less) Per Set		Ledger/Tabloid (11" x 17") 80lb			Banners and Signs must be submitted 4	weeks
3-part Forms (8.5" x 11" Carbon-less) Per Set		Ledger/Tabloid (11" x 17") 100lb			before the due date.	
Colored Slip Sheets (8.5" x 11")		Arch B (12" x 18") 80lb			33" x 80" Retractable Banner w/ stand	
		Arch B (12" x 18") 100lb			33" x 80" X-Frame w/ stand	
					4" x 8" Banner	
Finishing		Reams of Paper			3" x 8" Banner	
Staple: Upper Right Corner		Letter (8.5" x 11") 500 Sheets		QT:	 Yard Sign with Stake	
Staple: Upper Left Corner		Cardstock Letter (8.5" x 11") 65lb 250 Sheets		QT:		
Staple: Landscape		Legal (8.5" x 14") 500 Sheets		QT:	 Binding / Booklet	
3-Hole Punch		Ledger/Tabloid (11" x 17") 500 Sheets		QT:	 Saddlestich with Cardstock Cover	
Tabs: Bank Quanitiy:					 Coil Binding with Cardstock Cover	
		Branded Items			Coil Binding with Clear Cover	
Fold		Cards with Envelopes		QT:		
Half		8.5 x 11 Legal Pad		QT:	 Business Cards (1 Box = 264 Cards)	
Tri Fold		5 x 8 Legal Pad		QT:	 Single Sid	ed 🗌
Image In		6 x 4 Notepad		QT:	 Double Sid	ed 🗌
Image Out		3 x 3 Sticky Pad		QT:		
		Pocket Folder		QT:		
Lamination	_	#10 Business Envelope with Logo		QT:		
Laminating Per Inch		Pens		QT:	 Visit <u>https://bit.ly/escbusinesscards</u> or scan	-
Trim Out		12 2" Circle Sticker		QT:	 Code to submit your Business Card requ	est.

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Note: Any order submitted within **2 business days** or less of their due date will incur a **20% rush fee**. Pricing is subject to change based on current paper and supply costs. Completion times may vary depending on the job size and workload, particularly during busy periods or holidays.

Name:		Date of Event:		
Phone Number:		Purchase Order Number:		
Number of Copies:	Number of Pages:		Rush Fee:	

For Print Shop Use Only:

Category	# of Items	Price Per	Total	Print Shop Notes:
Black and White Printing				
Color Printing				
Englargement				
Speciality Paper				
Cardstock				
Mounting Board for Posters				
Tabs				
Coils				
Clear Covers				
Lamination				
Posters				
Banners				
Branded Items				
Business Cards				
20% Rush Fee				
Design Fee				
10% Outside Entity Fee				
Other:				
		1	1	
Total Job Cost				

Notice: If a reprint is required due to changes or overlooked errors in a document after proof approval, the customer is responsible for any associated costs. Printing will only commence once a purchase order (PO) is submitted.

Quoted by:

Date: _____