

Size	Description
8.5x11	black on white 20lb paper
8.5x11	black on Multigray [®] 20lb paper (green, salmon, tan, pink, blue, yellow, and orchard)
8.5x11	black flexo text 60lb paper (santa, orange, lemon, green, red)
8.5x11	black on 90% uncoated cover (green, blue, pink, gray, yellow, white)
8.5x11	black on white matte or gloss cover
8.5x11	color on white paper (uncoated, matte, gloss)
8.5x11	color on white cover (matte, gloss)
8.5x11	neoplen linen 60lb cover (ivory)
8.5x11	neoplen linen 60lb cover (bright white)
11x17	black on white 20lb paper
11x17	color on white 20lb paper
11x17	black on white matte or gloss cover
11x17	color on white matte or gloss cover
11x17	color on white matte or gloss text
12x18	color on white glossy crack-o-peel
8.5x11	2pc NCR
8.5x11	3pc NCR

BUSINESS CARDS (comes in a box set specified below)		
250 on 100lb white smooth uncoated cover		\$
500 on 100lb white smooth uncoated cover		\$
1000 on 100lb white smooth uncoated cover		\$

9 Mil	white premium matte	
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8 Mil	white premium gloss
10.5 Mil	white adhesive backed matte Vinyl

14 Mid	white w/ tan vinyl banner w/ grommets
33x77	retractable banner (need three day window to meet any deadline)

FINISHING BINDINGS

	2 staples left, right or saddle add per unit	
Black	coil/spiral binding 1/4-6mm, 5/16-8mm, 3/8-10mm, 1/2-12mm,	

Black	7/8-22mm, 1 3/16-30mm, 1 9/16-40mm, 2-50mm
Black	gbc binding 1/4, 3/8, 1/2, 5/8,

Black	3/4, 1, 1 1/2, 2	1
	lumination per linear foot	
	5 bank tabs	5

ENVELOPES (500 per box)	
#10	no window envelopes

Downloaded from <http://ajphaphysocpharm.sagepub.com/>

Single Sided	Double Sided
\$0.05 each	\$0.05 each

PRICE: \$ _____

PRINT SHOP QUOTE
7616 Fuqua Rd. San Antonio, TX 78206 • Mpls: (214) 605-0700 Ext. 6005 • Fax: (214) 945-6560

ORDER PROCESS

1. Attach this order form to the district purchase requisition.
2. Submit approved PO to Print Shop with order form and Standard copy.
3. Upon completion of job, email confirmation will be sent.

Vendor # 97314
Bid # to read "Print Shop"

SUBMITTED BY:	DEPARTMENT, SCHOOL:	DATE RECEIVED:
PHONE # AND EMAIL ADDRESS:	DUE DATE:	

Black and White Printing Instructions:
Job Description:

Number of pages: one sided ☐ two sided Orientation: ☐ portrait ☐ landscape
Paper: Paper Size: Quantity:
Collate: ☐ yes ☐ no Punch (# of holes): Fold: ☐ single ☐ bi ☐ 2
Staple: ☐ top left ☐ double left ☐ left quad Binding: ☐ padding ☐ saddle stitch ☐ coil ☐ comb

Lamination: ☐ yes ☐ no Finished Size: ☐ 8.5x11 ☐ 8.5x14 ☐ 11x17 Other: _____
 Special Instructions: _____

Color Printing Instructions:

Job Description: _____
 Number of pages: _____ ☐ one sided ☐ two sided Orientation: ☐ portrait ☐ landscape
 Paper: _____ Paper Size: _____ Quantity: _____
 Collate: ☐ yes ☐ no Punch (if of holes): _____ Fold: ☐ single ☐ bi ☐ 2

Staple: ☐ top left ☐ double left ☐ left quad Binding: ☐ padding ☐ saddle stitch ☐ coil ☐ comb
Lamination: ☐ yes ☐ no Finished Size: ☐ 8.5x11 ☐ 8.5x14 ☐ 11x17 Other: _____
Special Instructions: _____

Large Format Printing Instructions:
Job Description: _____
Number of pages: _____ Orientation: ☐ portrait ☐ landscape Quantity: _____

Stock: ☐ white premium matte ☐ white premium gloss ☐ scrim vinyl banner Size: _____
Lamination: ☐ yes ☐ no Grommets (# of Grommets): _____
Special Instructions: _____

Request Proof Via: ☐ pick up ☐ email approval ☐ print as is/no proof required ☐ pony hard copy to:
Dept./Campus: _____ attn: _____ Note: Pony will delay printing.

Delivery: ☐ pick up ☐ deliver to: Dept./Campus: _____ attn: _____
(If necessary, Dept./Campus: _____)

☐ pony to: Dept./Campus: _____ room: _____

Note: Only small quantity's can be sent through pony.



ORDER PROCESS

STEP ONE

Use the Print Shop price list as reference for your order.

STEP TWO

Email printshop@judsonisd.org
for quote.

STEP THREE

Attach quote to the district purchase requisition. Submit.

STEP FOUR

Email approved PO to Print Shop
with order form and file/hard copy.

STEP FIVE

Upon completion of job, email confirmation will be sent.



Metzger Middle School
Atlanta Independent School District (AISD)
 Clinic Fax

Student's Name _____ Date _____

Teacher _____ Time _____ Injury To _____

Student's Complaint _____

Headache _____	Congested _____	Coughing _____	Lassitude _____
Weakness _____	Few Throat _____	Blurred _____	Head Injury _____
Fatigue _____	Sore _____	Nausea _____	Tag Rite _____
Chapped Lips _____	Cut _____	Personal _____	Red Eyes _____
Other _____			

 **Gregory Brauer**
Principal
Veterans Memorial High School
JULIUS ROSENBERG ELEMENTARY SCHOOL

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