



12033 SE 256th Street Bldg F
Kent, WA 98030-6503
Phone: (253) 373-7555
Fax: (253) 373-7022

Printing Services Request

BUDGET # REQUIRED FOR ALL JOBS

Job Number

for PS use only

Prog	Act	Obj	Phy Loc	Cost Center	Proj	SF
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- ☐ General Fund (0730 as Obj) ☐ ASB (7160 as Obj) ☐ Capital Project ☐ Outside Billing - Check or Cash due at pick up. Please bring exact change.

Today's date ____/____/____

Date needed ____/____/____

School/Department

Submitted by _____

Phone _____

Description _____ E-mail _____@kent.k12.wa.us

____ Number of Pages
(COUNT EACH SIDE)

☐ Electronic file (PDF only)
Location _____

____ Quantity

Finished Size

- ☐ 4 1/4 x 5 1/2 (Quarter Sheet/Postcard)
☐ 8 1/2 x 5 1/2 (Half Sheet)
☐ 8 1/2 x 11 (Letter)
☐ 8 1/2 x 14 (Legal)
☐ 11 x 17 (Tabloid)
☐ Business card
☐ Poster **CHARGEABLE**

- ☐ 18x20 ☐ 24x36
☐ 18x24 ☐ 28x36
☐ 20x30 ☐ Other: _____

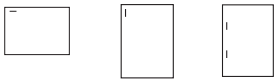
Ink/Toner

- ☐ Black & White ☐ Color **CHARGEABLE**
☐ Both **CHARGEABLE**

Bindery

- ☐ One sided ☐ Two sided ☐ Both
☐ No staple or 3 hole punch needed (*sets only*)
☐ 3 hole punch
☐ Staple (Check one)

BOOKLET

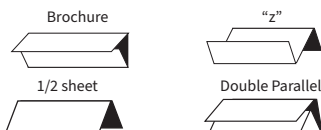


OPEN SIZE

- ☐ 8.5 x 11
☐ 11 x 17

- ☐ Plastic Comb **CHARGEABLE**

- ☐ Fold (Check one)



- ☐ Cut to: _____ X _____

- ☐ Laminate **CHARGEABLE**

Collate

- ☐ UNCOLLATED
1,1,1 2,2,2 3,3,3



- ☐ COLLATED
1,2,3 1,2,3 1,2,3



Paper Selection

REGULAR PAPER

- ☐ 20# BOND ☐ 20# BOND COLOR **CHARGEABLE**
____ White
____ Blue
____ Canary
____ Gold
____ Green
____ Orchid
____ Pink

CARDSTOCK PAPER

- ☐ 67# COVER ☐ 67# COVER COLOR **CHARGEABLE**
____ White
____ Blue
____ Canary
____ Gold
____ Green
____ Orchid
____ Pink

Carbonless Forms

Available in ream quantities only

- ☐ 2 part (250 sets in a ream) **CHARGEABLE**
☐ 3 part (167 sets in a ream) **CHARGEABLE**

Padding

- ☐ Pad **CHARGEABLE**
☐ In 100's ☐ Top side
☐ In 50's ☐ Left side
☐ Other: _____ ☐ Right Side

Etching

Staff Link, Departmental Resources, Printing Services, Graphic Design & Etching Request
CHARGEABLE

Copyright

Copyrighted materials sent without proper authorization to reproduce shall be returned.

Envelopes

- ☐ #10 Regular: White only
☐ #10 Window: White only
☐ First Class ☐ Bulk

- ☐ Other: _____

Mailing/Data Merge

(Minimum of 200 Pieces)

- ☐ Bulk ☐ Postcard/Quarter Sheet
☐ First Class ☐ Letter

Distribution

- ☐ District mail ☐ Will call
☐ Post Office
☐ Other: _____

Special Instructions

Billing

Printing	\$ _____
Cutting	\$ _____
Laminating	\$ _____
Binding	\$ _____
Stock	\$ _____
Etching	\$ _____
_____	\$ _____

TOTAL \$ _____

Completed by _____

Date _____

Impressions _____

Kent School District

Business Card Order Form



FirstName LastName
Employee Title
Employee Community

✉ FirstName.LastName@kent.k12.wa.us
☎ (253) 373-???? ☎ (206) 245-????
📍 Administration Center
12033 SE 256th Street • Kent, WA 98030

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Instructions:

Submit this completed form with your Printing Services Request. More than one business card can be included on a request if it is billed to the same budget number.

Use the templates below to enter all the information to be included on your business cards. It may contain more or less information than the sample, but it will be formatted to conform to the district's standards. A PDF proof will be sent to all customers for review prior to printing. **Note:** Additional graphics and/or individual school logos are not currently permitted on district business cards.

Quantity:



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