



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

Printing Services Request

Job Number _____

BUDGET # REQUIRED FOR ALL JOBS

Prog	Act	Obj	Phy Loc	Cost Center	Proj	SF
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for PS use only

- 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 _____

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

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: _____

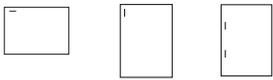
Ink/Toner

- 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

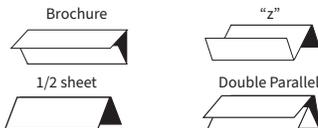


OPEN SIZE

- 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**

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



Sample business card layout for Kent School District. The card features the district logo on the left and contact information on the right. The contact information includes a placeholder for the employee's name and title, an email address (FirstName.LastName@kent.k12.wa.us), two phone numbers ((253) 373-???? and (206) 245-????), the address (Administration Center, 12033 SE 256th Street • Kent, WA 98030), the district motto (EQUITY • EXCELLENCE • COMMUNITY), and social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and a website icon with the URL www.kent.k12.wa.us.

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:



Business card template 1. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.

Quantity:



Business card template 2. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.

Quantity:



Business card template 3. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.

Quantity:



Business card template 4. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.

Quantity:



Business card template 5. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.

Quantity:



Business card template 6. This template is identical to the sample card but with the contact information fields (name, title, email, phone numbers, address) left blank for user input.