

**TWO RIVERS PUBLIC SCHOOL DISTRICT
CENTRAL DUPLICATING
Wide Format Printing Request**

Requested By: _____ Date: _____

School: _____ Phone/Extension _____

Account Number: _____

Qty.	Size (in feet)	Description of Project	School Related Cost is per square foot	Non-School Related Cost is per square foot
			(801A) Mil Poly - \$1.00 <input type="checkbox"/>	(801A) Mil Poly - \$2.00 <input type="checkbox"/>
			(700A) Poly Cotton Canvas - \$2.00 <input type="checkbox"/>	(700A) Poly Cotton Canvas - \$4.00 <input type="checkbox"/>
			(810A) Scrim Banner - \$2.00 <input type="checkbox"/>	(810A) Scrim Banner - \$4.00 <input type="checkbox"/>
			(600A) 8 Mil. Photo Paper - \$1.00 <input type="checkbox"/>	(600A) 8 Mil. Photo Paper - \$2.00 <input type="checkbox"/>
			(417A) 48# 8 Mil. Water Resistant, Premium Matte Inkjet - \$1.00 <input type="checkbox"/>	(417A) 48# 8 Mil. Water Resistant, Premium Matte Inkjet - \$2.00 <input type="checkbox"/>
			(414A) 36# Coated Color Bond - \$1.00 <input type="checkbox"/>	(414A) 36# Coated Color Bond - \$2.00 <input type="checkbox"/>
			Total Sq. Ft.: _____	Total Sq. Ft.: _____
			Price Sq. Ft: _____	Price Sq. Ft: _____
			Total Price: _____	Total Price: _____

Poster/banner sizes are limited to 36" x (up to 40 feet). When submitting artwork, please make sure your graphics are high resolution to avoid distortion. Please note: Any errors or quality issues of the content you provide are your responsibility, and there will be no refunds. Payment of Non-School related poster/banner is required prior to printing. Please contact Patty Meneau for cost. Payment along with form needs to be submitted to the Central Office Finance Department.

GROMMETS AVAILABLE UPON REQUEST

Signature of Staff Requesting Print: _____ Date: _____

Approved By: _____ Date: _____ TOTAL: _____

Original – Central Duplicating

Copy – Central Office Finance Department