

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

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

Account Number: \_\_\_\_\_ CASH \_\_\_\_\_

Description of project: \_\_\_\_\_

Quantity	Size (in Feet)	<b>School Related</b> Cost is per square foot	<b>Non - School Related</b> Cost is per square foot
		8 Mil. Poly - \$1.00 <input type="checkbox"/>	8 Mil. Poly - \$2.00 <input type="checkbox"/>
		Poly Cotton Canvas - \$2.00 <input type="checkbox"/>	Poly Cotton Canvas - \$4.00 <input type="checkbox"/>
		Scrim Banner - \$2.00 <input type="checkbox"/>	Scrim Banner - \$4.00 <input type="checkbox"/>
		8 Mil. Photo Paper - \$1.00 <input type="checkbox"/>	8 Mil. Photo Paper - \$2.00 <input type="checkbox"/>
		48# 8 Mil. Water Resistant	48# 8 Mil. Water Resistant
		Premium Matte Inkjet - \$1.00 <input type="checkbox"/>	Premium Matte Inkjet - \$2.00 <input type="checkbox"/>
		36# Coated Color Bond - \$1.00 <input type="checkbox"/>	36# Coated Color Bond - \$2.00 <input type="checkbox"/>
		Low-Tac Repositional	Low-Tac Repositional
		Wall Fabric, 7 mil. - \$2.00 <input type="checkbox"/>	Wall Fabric, 7 mil. - \$4.00 <input type="checkbox"/>
		<b>Total Sq. Ft.:</b> _____	<b>Total Sq. Ft.:</b> _____
		<b>Price Sq. Ft.:</b> _____	<b>Price Sq. Ft.:</b> _____
		<b>Total Price:</b> _____	<b>Total Price:</b> _____

Poster/banner sizes are limited to 36" x (up to 40 ft.). 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 Patty Meneau for 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