

FOR VIEWING PURPOSES ONLY

PINELLAS COUNTY SCHOOLS

REQUISITION FOR CENTRAL PRINTING SERVICES

PLEASE PRESS FIRMLY

(1) COST CENTER/NAME		(2) PHONE		EXT.	IS THIS FOR A DATED EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	(3) DATE ORDERED
(4) CONTACT PERSON		(5) PICK-UP <input type="checkbox"/>	CALL NUMBER	(5) DELIVER <input type="checkbox"/>	DATE OF EVENT	(6) DATE NEEDED
(7) AUTHORIZED SIGNATURE			(8) ADDRESS - Center for Delivery, Floor, Room Number			
(9) NAME OF JOB SUBMITTED					(10) PCS FORM NUMBER (IF APPLICABLE)	
(11) FUND	(12) GENERAL LEDGER	(13) FUNCTION	(14) OBJECT	(15) COST CENTER	(16) PROJECT	(17) SUB. PROJECT/PROGRAM
			0511			
(18) QUANTITY		(19) NUMBER OF PRINTED ORIGINALS		(20) NUMBER TWO-SIDED		(21) NUMBER ONE-SIDED

(22) DO YOU WANT A WRITTEN ESTIMATE? **Yes** **No** ESTIMATE _____ DATE _____

(23) SPECIAL INSTRUCTIONS: *Please provide a sample or mock-up.*

BINDERY (28)

COLLATED UNCOLLATED

NO STAPLE STAPLE CENTER

UPPER LEFT UPPER RIGHT

STAPLE SIDE

3-HOLE DRILL

SIDE TOP

11" 8 1/2"

PERFECT BIND

PAD

NO. IN PAD _____

SHRINK WRAP

NO. IN PKG. _____

GBC COMB BINDING

TRIM/CUT

PERFORATE

FOLD/SCORE

NUMBER

START _____

FINISH _____

LAMINATE

FOAM CORE MOUNTED

<p>FINISHED SIZE (24)</p> <p><input type="checkbox"/> 2 x 3 1/2 <input type="checkbox"/> 8 1/2 x 11</p> <p><input type="checkbox"/> 3 X 5 <input type="checkbox"/> 8 1/2 x 14</p> <p><input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 11 x 17</p> <p><input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><i>Large Format Posters/Banners:</i></p> <p><input type="checkbox"/> 18 x 24 <input type="checkbox"/> 24 x 36</p> <p><input type="checkbox"/> _____</p> <p>INK COLOR (25)</p> <p><input type="checkbox"/> BLACK AND WHITE</p> <p><input type="checkbox"/> COLOR</p> <p>PREPRESS (26)</p> <p><input type="checkbox"/> HARD COPY PROVIDED</p> <p><input type="checkbox"/> ELECTRONIC FILE</p> <p style="padding-left: 20px;"><input type="checkbox"/> MEMORY STICK</p> <p style="padding-left: 20px;"><input type="checkbox"/> E-MAIL Send to: centralprintingservices@pcsb.org</p>	<p style="text-align: center;">STOCK (27)</p> <div style="display: flex;"> <div style="width: 50%;"> <p>TEXT</p> <p><input type="checkbox"/> BOND / XEROGRAPHIC</p> <p><input type="checkbox"/> OFFSET WT. _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> GLOSS</p> <p style="padding-left: 20px;"><input type="checkbox"/> MATTE</p> <p><input type="checkbox"/> LABELS</p> <p><input type="checkbox"/> WRITING (Letterhead)</p> <p><input type="checkbox"/> LINEN</p> <p><input type="checkbox"/> _____</p> <p>COVER</p> <p><input type="checkbox"/> BRISTOL</p> <p><input type="checkbox"/> COVER WT. _____</p> <p><input type="checkbox"/> INDEX</p> <p>FINISH</p> <p style="padding-left: 20px;"><input type="checkbox"/> GLOSS</p> <p style="padding-left: 20px;"><input type="checkbox"/> MATTE</p> <p style="padding-left: 20px;"><input type="checkbox"/> LINEN</p> <p style="padding-left: 20px;"><input type="checkbox"/> CAST COATED</p> <p><input type="checkbox"/> _____</p> <p>POSTERS/BANNERS</p> <p><input type="checkbox"/> PREMIUM BOND</p> <p><input type="checkbox"/> PHOTO GLOSS (MAC MEDIA)</p> <p><input type="checkbox"/> INDOOR BANNER VINYL</p> <p>CARBONLESS</p> <p><input type="checkbox"/> 2 PART WH / YEL</p> <p><input type="checkbox"/> 3 PART WH / YEL / PINK</p> <p><input type="checkbox"/> 4 PART WH / YEL / PINK / GLD</p> <p><input type="checkbox"/> 5 PART WH / GRN / YEL / PINK / GLD</p> </div> <div style="width: 50%;"> <p>ENVELOPES</p> <p><input type="checkbox"/> #9 REGULAR <input type="checkbox"/> 4 BAR</p> <p><input type="checkbox"/> #9 WINDOW <input type="checkbox"/> 5 1/2 BAR</p> <p><input type="checkbox"/> #10 REGULAR <input type="checkbox"/> 6 BAR</p> <p><input type="checkbox"/> #10 WINDOW <input type="checkbox"/> 9 X 12</p> <p><input type="checkbox"/> _____</p> <p>COLOR</p> <p><input type="checkbox"/> WHITE</p> <p><input type="checkbox"/> LUNAR BLUE</p> <p><input type="checkbox"/> BLUE</p> <p><input type="checkbox"/> CANARY</p> <p><input type="checkbox"/> GOLD</p> <p><input type="checkbox"/> GRAY</p> <p><input type="checkbox"/> GREEN</p> <p><input type="checkbox"/> IVORY</p> <p><input type="checkbox"/> ORANGE</p> <p><input type="checkbox"/> PINK</p> <p><input type="checkbox"/> RED</p> <p><input type="checkbox"/> SALMON</p> <p><input type="checkbox"/> TAN</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> </div> </div>
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REQUISITION FOR CENTRAL PRINTING SERVICES
PCS Form 3-297

Item #

- 1-6** Please do not leave anything blank, and dates must be in the form of a numeric date.
- 7** AUTHORIZED SIGNATURE - Signature of person authorized to approve expenditures for the cost center or project.
- 8** ADDRESS - Center for Delivery, Floor, Room Number, Department or cost center where the job is to be delivered. Administration Building personnel please include floor and room number.
- 9** NAME OF JOB SUBMITTED - Name or title of job. Be specific, e.g.: Budget Book, Savings Bond Memo, Application for Administrative Assistant, etc.
- 10** PCS FORM NUMBER - If the job submitted is a PCS form, please write form number in the appropriate area.
- 11-17** Refer to TERMS packet for information regarding coding.
- 18** QUANTITY - Number of copies you require of the original(s) you submitted.
- 19** NUMBER OF PRINTED ORIGINALS - Total number of originals, pages, sides. If the copy you send in is already two-sided, it is considered as two originals. Please count and number all originals. Do not count blank pages.
- 20** NUMBER TWO-SIDED - Number of finished pieces, sheets or pages two-sided.
- 21** NUMBER ONE-SIDED - Number of finished pieces, sheets or pages one-sided.
- 22** DO YOU WANT A WRITTEN ESTIMATE? - Check the appropriate box - estimates good for 30 days. A written estimate will be sent for you to approve and return before the job is started. NOTE: Sample of job, a complete cost strip and an authorized signature must be submitted before estimate can be given.
- 23** SPECIAL INSTRUCTIONS: - Explanations, directions, instructions. Any additional comments.
- 24** FINISHED SIZE - The size of the card, sheet, book, etc. after Central Printing Services has completed the job. Please check the appropriate box or write in the finished size on the line provided if it differs from those listed. Example: You submit a program to be printed and folded in half. Your original is 8 1/2 x 11, but the finished size is 5 1/2 x 8 1/2. Check the box next to 5 1/2 x 8 1/2.
- 25** INK COLOR - Color of ink for printing. Black&White/Grayscale or Color.
- 26** Prepress - Any service required to prepare your document for printing. If hard copy is provided, it will be considered "ready to print as submitted". If original copy is in poor quality, you will be contacted as to whether you want it reset. Rough drafts must be typewritten. Electronic files are preferred (PDFs, memory sticks and Word Documents).
- 27** STOCK - Type of paper and color or envelope on which you want your job printed. Standard paper is bond/xerographic. Card stock is bristol. Multiple page forms are carbonless. (Be sure to specify how many parts.) Envelopes come in various sizes. The standard size is #10 regular.
- 28** BINDERY - Service provided after your job is printed or copied. Most are self-explanatory. If you check "Pad" or "Shrink Wrap," please specify the number of sheets, forms, books, etc. in each pad or package. "Perfect Bind" is a wraparound cover, such as the Personnel Directory or Budget Book. "Number" requires a beginning and ending number. "GBC" means binding with plastic combs.
- 29** CENTRAL PRINTING SERVICES ONLY - Do not write in this area.