



# BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

## DEPARTMENT OF LIBRARY/MEDIA SERVICES

134 Westlawn Park Dr. • Brownsville, Texas 78520

(956) 698-0170 Fax (956) 982-3887

### Printing Order Form

School/Department: \_\_\_\_\_ Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Contact Information: \_\_\_\_\_ or \_\_\_\_\_

(Phone)

(Email)

Title of Publication: \_\_\_\_\_

# Copies: \_\_\_\_\_

BLACK & WHITE Printing	COLOR Printing	BINDERY
<p>White Paper <input type="checkbox"/> Regular <input type="checkbox"/> Cardstock Color Paper <input type="checkbox"/> Regular <input type="checkbox"/> Cardstock Specify Color : _____</p> <p>SIZE Final Copy <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 1 Sided <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 2 Sided <input type="checkbox"/> 11 x 17</p> <p>Covers: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> 1 Sided <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 sided <input type="checkbox"/> 2 sided</p> <p>Specify Color : _____</p> <p>Large Format Posters (24"x31") _____ Color _____</p> <p>NCR: <input type="checkbox"/> 2 part <input type="checkbox"/> 3 part <input type="checkbox"/> 4 part</p>	<p>Paper <input type="checkbox"/> Regular <input type="checkbox"/> Cardstock Size <input type="checkbox"/> 8.5 x 11 Final Copy <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 1 Sided <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 2 Sided <input type="checkbox"/> 12 x 18 <input type="checkbox"/> 13 x 19</p> <p>Covers: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> 1 Sided <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 sided <input type="checkbox"/> 2 sided</p> <p>NCR: <input type="checkbox"/> 2 part <input type="checkbox"/> 3 part <input type="checkbox"/> 4 part</p> <p><input type="checkbox"/> Business Cards Sets _____</p> <p>Large Format Posters Size _____</p> <p><input type="checkbox"/> Glossy <input type="checkbox"/> Durable <input type="checkbox"/> Vinyl</p>	<p><input type="checkbox"/> Staple : <input type="checkbox"/> Corner <input type="checkbox"/> 2 Sides <input type="checkbox"/> Middle</p> <p><input type="checkbox"/> Cut <input type="checkbox"/> Fold <input type="checkbox"/> 3- hole punch <input type="checkbox"/> Spiral <input type="checkbox"/> Thermal Tape Color: _____ <input type="checkbox"/> Perforated <input type="checkbox"/> Numbered <input type="checkbox"/> Laminated <input type="checkbox"/> Score <input type="checkbox"/> Clear Covers <input type="checkbox"/> Clear cover/Color back cover with Thermal Glue <input type="checkbox"/> Other : _____</p>

#### COMMENTS:

**Warning Concerning Copyright Restrictions:** The copyright law of the United State (Title 17, United State Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish o photocopy or other reproduction. If a user makes a request or later uses, a photocopy reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

**Exceptions for Copyright Restrictions:** The fair use of a copyrighted work for purposes such as teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of the copyright.

*Title 17, United States Code, Section 107, "Fair Use"*

**Administrator Signature** \_\_\_\_\_

Please call 698-0170 with questions.

Fill one form per order.

*BISD does not discriminate on basis of race, color, national origin, gender, religion, age of disability in employment or provision of services, programs or activities.*