



# PRINT AND LAMINATION REQUEST FORM

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_ P.O# \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Item Name: \_\_\_\_\_

(Word or phrase that describes order product for future order system search)

☐ AEA van ☐ Customer will pick up: ☐ Cedar Falls AEA Office ☐ Marshalltown AEA Office ☐ Clear Lake AEA Office

☐ B & W Copies ☐ Color Copies ☐ Send More Forms

# of originals: \_\_\_\_\_ # of copies: \_\_\_\_\_ Paper size: ☐ 8 1/2 x 11 ☐ 8 1/2 x 14 ☐ 11 x 17 ☐ 12 x 18 ☐ 13 x 19

(1 front & one back = 2 originals)

Print: ☐ Front Only ☐ Front & back ☐ See Sample

Blank Back Cover: ☐ Yes ☐ No

Paper Weight: ☐ Light: 20# Bond ☐ Medium: 60/70# text ☐ Heavy: 80/100# Cover

Paper Color: ☐ White ☐ Pastel \_\_\_\_\_ / Bright \_\_\_\_\_ ☐ 3 Hole Punch

☐ Collate ☐ Staple: Corner \_\_\_\_\_ 2-Side \_\_\_\_\_ Saddle \_\_\_\_\_ ☐ Spiral Bind: Left \_\_\_\_\_ Top \_\_\_\_\_

☐ Fold: Half \_\_\_\_\_ Tri (Brochure) \_\_\_\_\_ See Sample \_\_\_\_\_ ☐ Carbonless: \_\_\_\_\_ part \_\_\_\_\_ sets

☐ Cut: 1/2 \_\_\_\_\_ 1/3 \_\_\_\_\_ 1/4 \_\_\_\_\_ Cut to Image Edge \_\_\_\_\_ ☐ Tabs: \_\_\_\_\_ # Tabs

☐ Please scan my hard-copies for online reordering ☐ Lamination

Special Instructions: \_\_\_\_\_

## LAMINATION ONLY REQUEST

**WE CAN LAMINATE UP TO 40" WIDE:** Roll-fed: <25" = \$1.30/linear foot • 26"-40" = \$2.60/linear foot  
Sheet-fed: 8.5x11 = 47¢/ea. • 8.5x14 = 70¢/ea. • 11x17 = \$1.00/ea. • 12x18 = \$1.20/ea.

**WE CANNOT LAMINATE ANYTHING WITH STAPLES/METAL.**

### TIPS

- Please put your name on the back of all items and enclose everything in an envelope or plastic bag.
- Items that are too thick or have a gloss finish may not seal.
- Items smaller than 4" x 6" will have a \$25.00/hour charge added to the normal lamination fees.

Number of items included in this order \_\_\_\_\_

**Partner pricing, volume discounts and price matching offered on applicable orders.**