ADVANCE PRINT & GRAPHICS
4553 Concourse Dr. • Ann Arbor, MI 48108 • (734) 663-6816 • Fax (734) 663-6828

http://wtp.advprint.com

Washtenaw Intermediate School District

Copy and Poster Order Form

Order Date:	Due Date:	Account Number(s):
Department:	Job Name:	
Name:	Cell Phone:	
Phone:	# of Originals:	Special Instructions:
Ext.:	# of Copies:	

LARGE COPY ORDERS

Please Check All That Apply:

Paper Text Weights are 20lb unless otherwise specified

Duplex Printing Options: N/A
Paper Size: N/A

Copy Type: N/A
Color Paper: N/A

Other Options: Collating, Tabs, Tranparencies, N/A; Laminating, Numbering, Mounting/Foam Core, N/A

MISCELLANEOUS:

Advance Print & Graphics will require a longer turn around time than 24 hours for MISC items

Carbonless Forms: N/A
Collating: No
Stapling: No

Binding: N/A
Folding: N/A
Padding: N/A

Drilling: N/A
Cutting: N/A

Comments to Vendor:

POSTER PRINT ORDERS

Please Check All That Apply:

Paper Text Weights are 80lb matte unless otherwise specified

Poster Size: N/A
Lamination: No
Lamination Size: N/A

Foam Core Mounting: No
Mounting Size: N/A

Comments to Vendor:

BANNER ORDERS

Please Check All That Apply:

Banner Size N/A
(includes vinyl materials w/grommets & ropes)

Comments to Vendor:

EXTRA COMMENTS

If you have any other comments regarding your order, please enter them here:

If Vendor has questions about this order, they will contact you directly.

Complete this form and EMAIL it to your department secretary along with PDF file(s) of your print job(s).

Order Form Instructions:

Click the check box next to the type of order you would like to place and fill out all subsequent information.
Save a copy of the filled out form and then EMAIL it to your department secretary or designated purchaser.
Along with the order form, EMAIL your print job as a PDF to your deparment secretary or designated purchaser.

Secretaries & Designated Purchasers:

Please follow your department's internal purchasing processes, which may include:

Printing the order form for supervisor signature.
Adding account numbers to the order form prior to placing the order via the web portal.
Procuring an estimate from the web portal.
Creating a PO to pay for the print job.

Upload the PDF print job to the web portal along with purchasing requirements.
Advance Print & Graphics will typically send a proof prior to processing the order.

Please use your department's internal process to approve the proof.

It is suggested that you send the proof to the individual who placed the order for final approval.
Advance Print & Graphics will process the order and ship, along with invoice.
Submit for payment to the business office, if you have not already done so.