



# CUSTOM AGENDA ORDER FORM

9803 Broadway • Phone: 356-8846 • Fax: 805-2761  
[www.neisd.net/Print/PrintServices](http://www.neisd.net/Print/PrintServices)

SUBMITTED  
DATE

MISSING ACCT. #'s WILL BE CHARGED TO YOUR DEFAULT ACCT.

(Dept., School, or Org.)	<input type="checkbox"/> BILLING ACCT. #	<input type="checkbox"/> INVOICE	<input type="checkbox"/> ACTIVITY CODE (If applicable)
POINT OF CONTACT:	PHONE NO. AND EMAIL	EMAIL ADDRESS:	AUTHORIZED SIGNATURE

<b>GRADE</b>	<b>QUANTITY</b>	<input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH <input type="checkbox"/> ENG / SPA (COMBINED)	<b>* SIZE:</b> <input type="checkbox"/> * <b>SMALL</b> = up to 50 sheets / 100 pgs. <b>\$6.25</b> <input type="checkbox"/> * <b>MEDIUM</b> = 51-75 sheets / 102-150 pgs. <b>\$6.90</b> <input type="checkbox"/> * <b>LARGE</b> = 76-90 sheets / 152-180 pgs. <b>\$7.50</b> <i>*If pages exceed the size specified on this form then your order will be upgraded to the next size up.</i>
ONLY ONE FORM PER AGENDA BOOK.			

TABS				
Tab 1	Tab 2	Tab 3	Tab 4	Tab 5
<b>ADDITIONAL COST FOR MORE THAN 5 TABS 25 CENTS EACH.</b>				
TAB COLOR		COIL COLOR		
<input type="checkbox"/> BROWN	<input type="checkbox"/> ORANGE	<input type="checkbox"/> BLACK	<input type="checkbox"/> NAVY BLUE	
<input type="checkbox"/> BLUE	<input type="checkbox"/> PURPLE	<input type="checkbox"/> BLUE	<input type="checkbox"/> RED	
<input type="checkbox"/> CLEAR	<input type="checkbox"/> RED	<input type="checkbox"/> CLEAR	<input type="checkbox"/> SILVER	
<input type="checkbox"/> GREEN	<input type="checkbox"/> YELLOW	<input type="checkbox"/> FORREST GREEN	<input type="checkbox"/> WHITE	
<input type="checkbox"/> GRAY				

<b>EXTRAS</b>	<b>POCKET:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Qty:</b> _____ (ADDITIONAL COST 50 CENTS PER POCKET) <input type="checkbox"/> FRONT <input type="checkbox"/> BACK <b>SPECIAL COMMENTS:</b> _____ _____ _____	<b>3-HOLE PUNCH:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (ADDITIONAL COST 20 CENTS PER BOOK) <b>SPECIAL COMMENTS:</b> _____ _____ _____
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SHIPPING	
<input type="checkbox"/> <b>CUSTOMER PICK UP</b> <b>CONTACT:</b> _____ <b>PH#:</b> _____	<input type="checkbox"/> <b>CALLED</b> <b>CUSTOMER</b> <b>DATE:</b> _____
<input type="checkbox"/> <b>DELIVER BY PONY</b> <b>ATTN:</b> _____	

OFFICE USE ONLY	
<b># OF SHEETS:</b> _____	<b>COIL SIZE:</b> _____
<b>ESTIMATED DEADLINE:</b> ____/____/____	
<b>DATE OF DELIVERY:</b> ____/____/____	
<i>Approval tabs: _____ Approval cvr: _____ Approval pgs: _____</i>	