Large Format Printing/Lamination REQUEST FORM

Prairie Lakes Area Education Agency
500 Northeast 6th Street, Pocahontas, Iowa 50574
866-540-3858, ext 56017 • Fax: (712) 335-5870

OFFICE USE ONLY
Job Number
Date Received
☐ PROOFING

AM 59469 11/16

Call 866-540-3858 ext 56017 for assistance filling out form.

Duplication requests for copyrighted materials MUST HAVE a copyright release from the producer. Please include a statement for giving credit for duplicating materials created by someone else.

Allow at least…
1 week for lamination
2 weeks for printing
Up to 3 weeks for specialty orders

Today's Date: _____ Date Needed: _____ (No ASAP, Date is Needed) P.O. Number: _____

School/Location: _____ Requested by: _____

Route #: _____ Building #: _____ E-Mail: _____

Bill to: ☐ Self Bill ☐ School ☐ AEA#/ Division_____ ☐ Other_____ Phone: _____ Fax: _____

Ship to: _____ Authorized by: _____ Title: _____

Job Title: _____

Large Format

☐ Custom Posters

☐ Custom Banners

Lamination Options

☐ Lamination

- ☐ 1.5 mil, 24" gloss, 30¢ running ft
- ☐ 1.7 mil, 42" wide, 60¢ running ft
- ☐ 3 mil
  - ☐ 24" gloss, $1.00 running ft
  - ☐ 42" satin, $2.20 running ft (Maps/Large Posters)
  - ☐ 62" satin, $3.30 running ft (Large Items)
- ☐ 5 mil, ONLY 12" WIDE gloss, 75¢ running ft

We can NOT laminate anything containing metal (staples). Anything that is not flush with the paper surface, even glitter, will cause the lamination NOT to conform to the shape and will not adhere to the surrounding paper. A gap (air pocket) will form. It's better to laminate first and add decorative items afterwards.

Lamination Guidelines:

- No metal. Includes: staples, clasps etc.
- Layered surfaces are discouraged.
- Glitter may cause lamination not to adhere
- Please punch out all perforated items
- Include special instructions

Contact Kelli Miller with lamination questions
kmiller@plaea.org or 712-335-6018

Job Description: _____

OFFICE USE ONLY			
☐ GRAPHIC			
Due out of Graphics:	Hrs.	Min.	Cost
Graphic Labor			
Out of Graphics:	Graphics Total $		

☐ PRINTING ☐ FINISHING

OFFICE USE ONLY			
Quantity	Job Description	Unit Cost	Sub Total

Date Completed:_____ Total Cost: $ _____