



# The Production Center

## SERVICES REQUEST

The Production Center ■ Library Media Services ■ Crofton Centre ■ 410.721.8490/721.8491

“Make & Take” Graphics Services, Supplies & Equipment Available on a Regular Basis:

- |                 |                |                          |                            |
|-----------------|----------------|--------------------------|----------------------------|
| Zoomer® Posters | Banners        | Ellison Die-Cuts         | GBC Comb-Binding           |
| Laminating      | Transparencies | Desktop Computer Station | Kraft Bulletin Board Paper |

Custom Graphics- *Design and/or Illustration of Original Graphics for:*

|  |                                    |   |  |
|--|------------------------------------|---|--|
| <input type="checkbox"/> Classroom Posters | <input type="checkbox"/> Flyers    | <input type="checkbox"/> Table-Top Displays | <input type="checkbox"/> Charts                  |
| <input type="checkbox"/> Bulletin Boards   | <input type="checkbox"/> Hand Outs | <input type="checkbox"/> Game Boards        | <input type="checkbox"/> Instructional Materials |

Instructional Group Workshops for-

|  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> New Teacher Orientation       | <input type="checkbox"/> Mentored Students | <input type="checkbox"/> Volunteers   |
| <input type="checkbox"/> New Library Media Specialists | <input type="checkbox"/> ESOL Teachers     | <input type="checkbox"/> Other: _____ |

### Project Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*for Zoomer® posters please specify: quantity and color\* /laminating: yes  no*

| Color      |   |
|------------|---|
| Qty        | shade options   |
| ___ Blue   | <input type="checkbox"/> pastel <input type="checkbox"/> bright |
| ___ Buff   |   |
| ___ Gold   |   |
| ___ Gray   |   |
| ___ Green  | <input type="checkbox"/> pastel <input type="checkbox"/> bright |
| ___ Orange |   |
| ___ Pink   | <input type="checkbox"/> pastel <input type="checkbox"/> bright |
| ___ Purple | <input type="checkbox"/> pastel <input type="checkbox"/> bright |
| ___ Red    | <input type="checkbox"/> dark <input type="checkbox"/> bright   |
| ___ White  | <input type="checkbox"/> ivory                                  |
| ___ Yellow | <input type="checkbox"/> pastel <input type="checkbox"/> bright |

\*When requesting multiple colors, use color guide at right for convenience. →

Important- Due to storage space limitations, requests for more than 100 posters of a specific color at one time require 2 weeks advance notice to pre-fill paper order if needed.

### Requested By

|   |                      |  |
|---|----------------------|--|
| Name _____<br>School/Office _____<br>Phone _____ Fax _____<br><input type="checkbox"/> Principal _____<br><input type="checkbox"/> Director _____<br><input type="checkbox"/> Supervisor _____<br><b>Area of Instruction:</b><br><input type="checkbox"/> Art <input type="checkbox"/> FACS <input type="checkbox"/> Physical Education<br><input type="checkbox"/> Business Education <input type="checkbox"/> Guidance/Health <input type="checkbox"/> Reading/Language Arts<br><input type="checkbox"/> Early Childhood <input type="checkbox"/> Library Media <input type="checkbox"/> Science<br><input type="checkbox"/> English <input type="checkbox"/> Mathematics <input type="checkbox"/> Social Studies<br><input type="checkbox"/> Foreign Language/ESOL <input type="checkbox"/> Music <input type="checkbox"/> Special Education | Date of Request      |  |
|   | Date Due             |  |
|   | Office Use Only      |  |
|   | Received →           |  |
|   | Completed →          |  |
|   | Customer Picked-Up → |  |

### Delivery

|                                      |   |  |
|--------------------------------------|---|--|
| Basket Mail <input type="checkbox"/> | Customer Pick Up <input type="checkbox"/> | Production Center Specialist /Technician → |
|--------------------------------------|---|--|