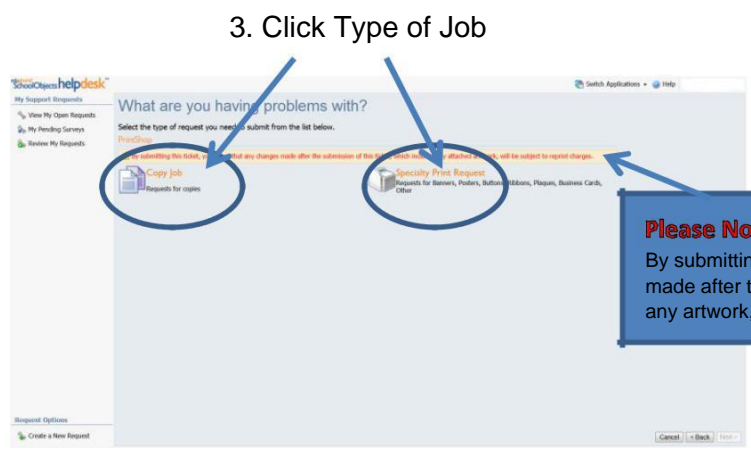
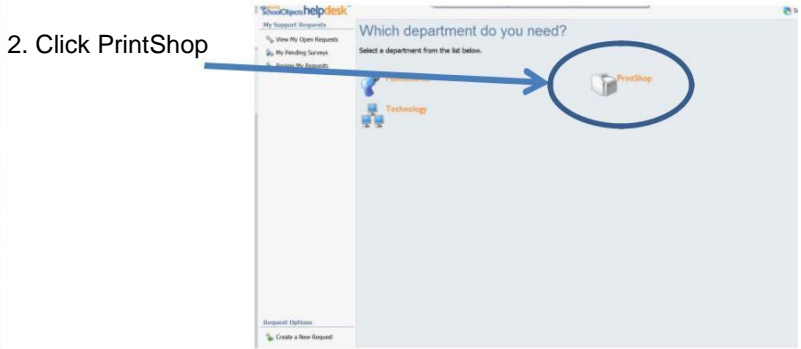
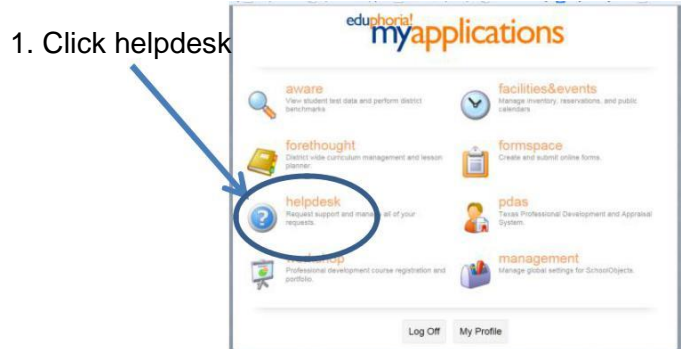


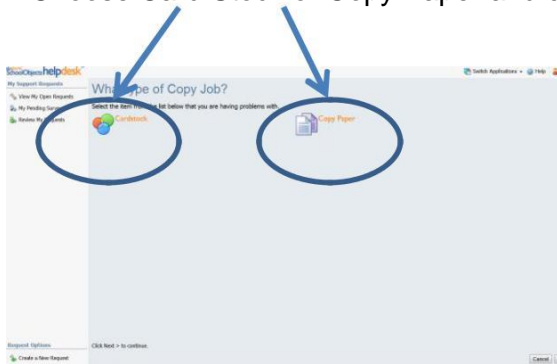
# Santa Fe ISD Tribal Art Print Shop Ordering Instructions

Log on to Eduphoria with your Username and Password



Copy Orders-

Choose Card Stock or Copy Paper and complete the form.



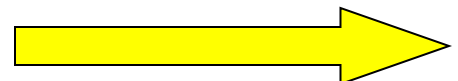
Specialty Orders-

Choose appropriate item and complete the form



- Banners and Posters
- Buttons and Ribbons
- Other Specialty
- Plaques
- Professional Business Cards

Continue on back



This is where you will fill out all the instructions and information for you request.

### Enter the details of your request below

Make sure all of the information below is filled in and click "Submit Request".

- \* Campus: --Select a Campus--
- \* Room:
- \* Priority:  Low  Normal  High
- \* Phone / Extension:
- \* Delivery Date/Time: Not Set Print Shop Policy is for a 2 day minimum for all jobs to be completed.
- \* Pickup / Delivery Instructions:
- \* Account Code: **District Request MUST have an account code. If you are paying for your request out of pocket, type "Cash" or "Check" here.**
- \* Laminating Choice: \* None
- \* Quantity:
- \* Paper Size: (a) 8.5" x 11"
- \* Cardstock Color Choice: (a) Lift-off Lemon
- \* Copy Quality: Black & White
- \* Paper Layout: \* Single Sided
- \* Staple Options: \* None
- \* Binding Options: \* None
- \* Detailed Request:

▼ Attachments:

**Quotes may be provided upon request. Once accepted, production on your order will begin.**  
**Please note: Orders do not come through to Printshop until approved from your campus.**  
**For any and all questions or concerns (submitting orders, pricing, completion dates, etc.) please contact Brittany Shuman, Print Shop Manager/STRIVE. [brittany.shuman@sfisd.org](mailto:brittany.shuman@sfisd.org)**