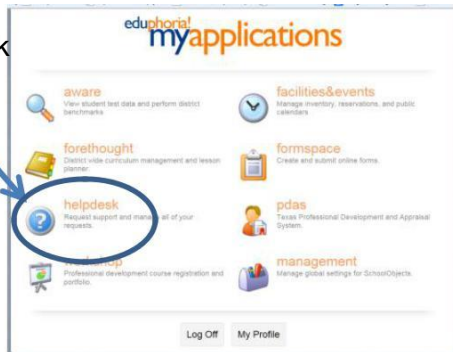


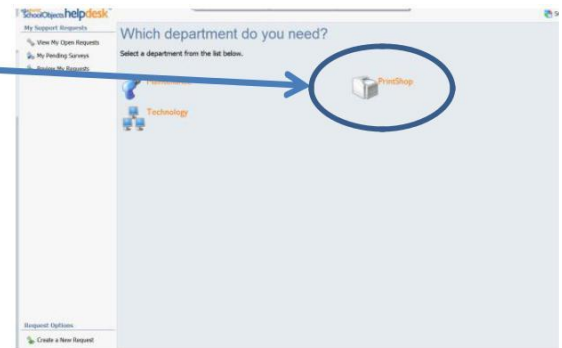
Santa Fe ISD Tribal Art Print Shop Ordering Instructions

Log on to Eduphoria with your Username and Password

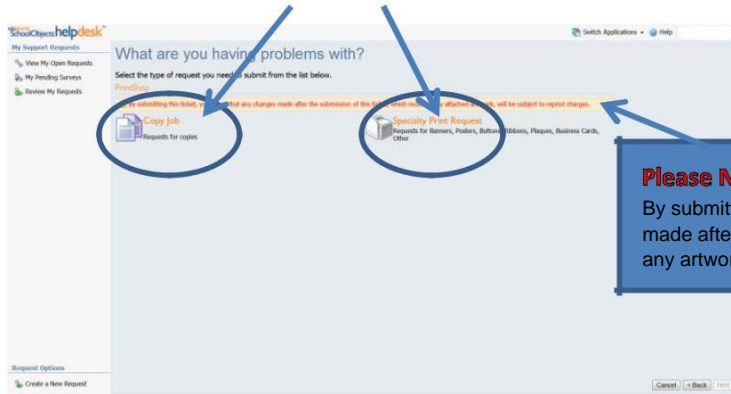
1. Click helpdesk



2. Click PrintShop



3. Click Type of Job

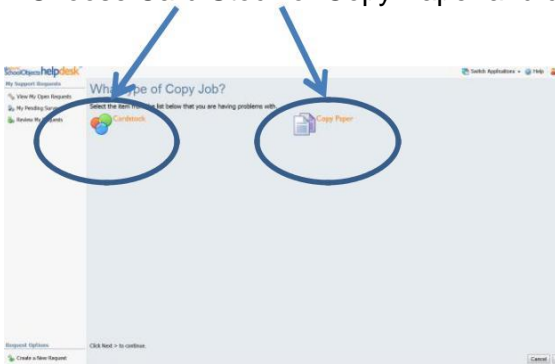


Please Note Disclaimer:

By submitting this ticket, you agree that any changes made after the submission of this ticket, which includes any artwork, will be subjected to reprint charges.

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

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:	<input type="radio"/> Low <input checked="" type="radio"/> Normal <input type="radio"/> High
* Phone / Extension:	
* Delivery Date/Time:	Not Set
* 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:

Once you have submitted your order you will receive a quote for the job. If you accept, as soon as you reply production of your order will begin.

For any and all questions or concerns (submitting orders, pricing, completion dates, etc.) please contact Sarah Robicheaux, Print Shop Manager/STRIVE. sarah.robicheaux@sfisd.org