

**BUSINESS MEDIA PRODUCTION  
CARLTON CENTER  
281-213-1950**

PLEASE PRINT

NAME:		PERSONAL:		DATE:		
EMAIL:		SCHOOL:		DATE NEEDED:		
PHONE		ROOM #	*WRITE instructional intent of this order*			
QUANTITY	ITEM	PRICE	*INSTRUCTIONS*			
	CARDS	\$1.00 EA OR 5 FOR \$4.00	<b>ACCOUNT TRANSFERS OR CHECKS ONLY</b>			
	ENVELOPES <span style="float: right;">card or letter size</span>	\$0.06				
	LAMINATING	\$0.10 per ft				
	SETUP FEE FOR SPECIAL ORDERS	\$2.50 - \$10.00				
	COPIES	1 sided				\$0.03
		2 sided				\$0.06
		color paper				\$0.05
		cardstock				\$0.10
	BOOKBINDING -includes spiral and binding	\$0.35				
	CARDSTOCK FOR COVER per sheet	\$0.10				
	NOTEPADS 50 SHEETS	1/2 SHEET				\$1.25
		1/4 SHEET				\$0.75
	NOTEPADS W/ TOPPER	\$0.35				
	BUTTONS	\$0.50				
	MAGNETS	\$0.50				
	KEY CHAINS	\$0.75				
	STICKERS	\$.25 per ft				
	GIFT TAGS	5 for \$0.50				
	BUSINESS CARDS	1 sided				\$0.05 each
		setup fee				\$2.50
	GIFT BAGS (Brown or white)	\$0.15 each				
	BOOKMARKS	25 for \$1.00				
	SPORTS FRAMES (NFL/ NBA/ MLB/ COLLEGE)	25.00 each				
	T SHIRTS	starting at \$10.00				
	INVITATIONS (wedding/ other occasions)	starting at \$0.25 per invite				

**MINIMUM ORDER \$5.00**

RECIEPT # \_\_\_\_\_

SUB TOTAL	
TAX 8.25%	
TOTAL	