

# PODD Printing Request Form

**Licensed PODD CD Holder Verification:** (Authorized signature of the holder of licensed copies of both Boardmaker and the PODD software CD set.)

**We can NOT process your order without this signature.**

**SIGNATURE REQUIRED:** \_\_\_\_\_



(The individuals signing above agree that they serve students in the GWAEA area and have clinical privileges necessary to request the printing of the PODD book as outlined in the software copyright provisions.)

**Requested by:** (Administrator or person responsible for payment to cover printing costs)

Print \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

**Send invoice to:**

Name \_\_\_\_\_

Address/Reference P.O.# \_\_\_\_\_ (If no P.O. is needed, indicate 'none'.)

**Deliver PODD to:**

Name \_\_\_\_\_

District \_\_\_\_\_

Building \_\_\_\_\_

## Ordering Instructions:

1) Download, print and complete this form

2) Return this completed form via:

**Van mail to:** Creative Services  
Grant Wood AEA  
Sixth Street facility

or

**Email to:** creativeservices@gwaea.org

or

**FAX to:** 319-399-6457 (Attn: Creative Services)

## For Customized PODD Pages:

Email your files as attachments to [printshop@gwaea.org](mailto:printshop@gwaea.org) or mail your flash drive through van mail to Grant Wood AEA Creative Services.

**How you are providing your customized files:**

Email Boardmaker exported file to [printshop@gwaea.org](mailto:printshop@gwaea.org):

Name of file: \_\_\_\_\_

Van mail Boardmaker file on flash drive:

Name of file: \_\_\_\_\_

Special production notes: \_\_\_\_\_

## Printing PODD: (no customization)

GWAEA Creative Services provides the color printing, laminating, trimming, and coil binding at the rates listed below.

*Unfortunately Better Binders are no longer available.*

**One-page Opening:** (Standard or reduced size; pricing is the same) reduced

|                               |   |         |   |       |                          |
|-------------------------------|---|---------|---|-------|--------------------------|
| 9 Early (Preschool) _____     | x | \$49.00 | = | _____ | <input type="checkbox"/> |
| 9 Early (School) _____        | x | \$49.00 | = | _____ | <input type="checkbox"/> |
| 9 Expanded (Preschool) _____  | x | \$70.00 | = | _____ | <input type="checkbox"/> |
| 9 Expanded (School) _____     | x | \$70.00 | = | _____ | <input type="checkbox"/> |
| 12 Early (Preschool) _____    | x | \$52.00 | = | _____ | <input type="checkbox"/> |
| 12 Early (School) _____       | x | \$52.00 | = | _____ | <input type="checkbox"/> |
| 12 Expanded (Preschool) _____ | x | \$78.00 | = | _____ | <input type="checkbox"/> |
| 12 Expanded (School) _____    | x | \$78.00 | = | _____ | <input type="checkbox"/> |
| 16 Expanded (Preschool) _____ | x | \$78.00 | = | _____ | <input type="checkbox"/> |
| 16 Expanded (School) _____    | x | \$78.00 | = | _____ | <input type="checkbox"/> |
| 20 Expanded (Preschool) _____ | x | \$83.00 | = | _____ | <input type="checkbox"/> |
| 20 Expanded (School) _____    | x | \$83.00 | = | _____ | <input type="checkbox"/> |

**Two-page Opening:**

|                               | Quantity | Price   | = | Total |
|-------------------------------|----------|---------|---|-------|
| 40 key (Preschool) _____      | x        | \$61.00 | = | _____ |
| 40 key (School) _____         | x        | \$61.00 | = | _____ |
| 70 expanded (Preschool) _____ | x        | \$93.00 | = | _____ |
| 70 expanded (School) _____    | x        | \$93.00 | = | _____ |
| 90 plus _____                 | x        | \$70.00 | = | _____ |
| 100 plus _____                | x        | \$67.00 | = | _____ |

**Special PODDS:**

12 expanded high contrast \_\_\_\_\_ x \$76.00 = \_\_\_\_\_

**Printing Customized PODD Pages:**

\_\_\_\_\_ x \$0.75 = \_\_\_\_\_

**TOTAL = \$**  + Processing fee \$2.50

**GRAND TOTAL = \$**