

# PODD Printing Request Form

## Grant Wood AEA Creative Services

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

**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 \_\_\_\_\_

**Bill to:**

Send invoice to: Name \_\_\_\_\_

Address \_\_\_\_\_

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

**Deliver to:**

Name \_\_\_\_\_

District \_\_\_\_\_

Building \_\_\_\_\_

## Ordering Instructions

- **Download & Print**
- **Complete Form**
- **Return this completed form via van mail to:**  
Print Shop – Grant Wood AEA, Sixth St. facility.
- **Or FAX to 319-399-6457, Attn: PRINT SHOP**

**For Customized PODD Pages:**

Email your files as attachments to [printshop@gwaea.org](mailto:printshop@gwaea.org) or mail your CD or flash drive through van mail to the GWAEA Print Shop.

**Please indicate 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 CD or flash drive:  
Name of file \_\_\_\_\_

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

## Printing Standard PODD: (no customization)

The GWAEA Print Shop provides only the color printing and laminating at the rates listed below.

**CD Set 1:** (Standard or reduced size; pricing is the same)

Group PODD:	Quantity	Price	Total	Reduced
Early functions <small>(not laminated)</small>	_____ x	\$9.00 =	_____	<input type="checkbox"/>
Expanded functions <small>(not laminated)</small>	_____ x	\$31.00 =	_____	<input type="checkbox"/>
<b>One-page Opening:</b>				
9 Early (Preschool)	_____ x	\$41.00 =	_____	<input type="checkbox"/>
9 Early (School)	_____ x	\$41.00 =	_____	<input type="checkbox"/>
9 Expanded (Preschool)	_____ x	\$69.00 =	_____	<input type="checkbox"/>
9 Expanded (School)	_____ x	\$69.00 =	_____	<input type="checkbox"/>
12 Early (Preschool)	_____ x	\$38.00 =	_____	<input type="checkbox"/>
12 Early (School)	_____ x	\$38.00 =	_____	<input type="checkbox"/>
12 Expanded (Preschool)	_____ x	\$71.00 =	_____	<input type="checkbox"/>
12 Expanded (School)	_____ x	\$71.00 =	_____	<input type="checkbox"/>
16 Expanded (Preschool)	_____ x	\$70.00 =	_____	<input type="checkbox"/>
16 Expanded (School)	_____ x	\$70.00 =	_____	<input type="checkbox"/>
20 Expanded (Preschool)	_____ x	\$66.00 =	_____	<input type="checkbox"/>
20 Expanded (School)	_____ x	\$66.00 =	_____	<input type="checkbox"/>

**CD Set 2:** (fits reduced binder)

	Quantity	Price	Total
40 key (Preschool)	_____ x	\$72.00 =	_____
40 key (School)	_____ x	\$72.00 =	_____
70 expanded (Preschool)	_____ x	\$78.00 =	_____
70 expanded (School)	_____ x	\$78.00 =	_____

**CD Set 3:** (fits reduced binder)

	Quantity	Price	Total
36 key (Preschool)	_____ x	\$80.00 =	_____
36 key (School)	_____ x	\$80.00 =	_____
90 plus	_____ x	\$91.00 =	_____
100 plus	_____ x	\$74.00 =	_____

**Binders:**

	Quantity	Price	Total
Better Binder – Reduced	_____ x	\$7.00 =	_____
Better Binder – Standard	_____ x	\$10.00 =	_____

## Printing Customized PODD Pages:

Please count the number of pages to be printed and include the information below.

\_\_\_\_\_ X \_\_\_\_\_ =         

No. of Pages      Price - See right

PRICES

The GWAEA Print Shop provides only the color printing & laminating at these rates:

**Customized Laminated Single PODD Pages**

1-10 .....\$1.00 each    11-25 .....\$0.85 each    26+ .... \$0.75 each

**TOTAL = \$**         

+ Processing fee \$2.00

**GRAND TOTAL = \$**