



Customer Service Rep.
Christina Rodriguez
KCPS.Print@Strahm.com
P: 816.756.2733 - F: 816.756.0028

Kansas City Public Schools



Account Number (must be a valid 17 digit acct#) Date in Time In Date Due Date Shipped Job Number

Customer Name School and Department Number Customer Phone Number

Customer E-Mail Job Provided Via

Ship to: Attention Ship to School Hard Copy Address Digital Media City, State, Zip E-Mail

Project Information

Commodity Form # _____

Originals Information	Finished Size	Finished Category	Finishing	Finished Paper
# of Originals _____	Letter - 8.5x11	B/W	Single Sided	20 lb
# of Copies Needed _____	Legal - 8.5x14	Color	Double Sided	24 lb
Single Sided	Ledger - 11x17	Mixed B/W/Color	Collated	Cardstock
Double Sided	Large Format Size _____	Certificate _____	Uncollated	Tabs
Originals Catagory	Postcard _____	Blue Fancy	Full Bleed	Transparencies
B/W		Red Fancy		Lables
Color	3 1/2 x 5	Brown Fancy		NCR
Mixed B/W/Color	4 1/4 x 6	Green Fancy		# of parts _____
		Gold Fancy		Color _____

Envelopes min 500

#10 Reg White Qty: _____

#10 Window White Qty: _____

#9 Return White Qty: _____

Special Envelope Qty: _____

Type _____

LetterHead min 500

District _____

1st Sheet _____

2nd Sheet _____

School _____

1st Sheet _____

2nd Sheet _____

Staples

Upper Left

Upper Right

Booklet

Hand Placement

Double Left

Folding

Half Fold

Tri Fold

Other

Business Card 250min 500 1,000

Phone: _____ Address _____

Cell: _____ Address _____

Fax: _____ Address _____

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Additional Order Notes - Job Description

Drill

3 Hole Left

2 Hole Top

Cutting

Size _____ x _____

Number of cuts _____

Lamination

Letter - 8.5x11

Legal - 8.5x14

Ledger - 11x17

Large Format Size _____

Binding

Plastic Coil Qty: _____

Plastic Comb Qty: _____

Requisitioned By: _____ Date: _____

Approved By: _____ Date: _____

Padding

of Pads _____

Sheet Per Pad _____

Shrink Wrap Y N Received By: _____ Date: _____