



# 2011 PRODUCTION REQUEST FORM

6500 Corporate Drive, Johnston, IA 50131-1603  
 (515) 270-9030 or (800) 362-2720 • Fax (515) 270-5383  
 Graphic Design: graphics@aea11.k12.ia.us  
 Duplication Services: duplication@aea11.k12.ia.us  
 www.aea11.k12.ia.us

PO/ACT #: \_\_\_\_\_  
 BILL TO: BUSINESS OFFICE  PERSONAL   
 DATE NEEDED: \_\_\_\_\_

AEA USE: DATE IN: \_\_\_\_\_ OUT: \_\_\_\_\_  
 VAN ROUTE #: \_\_\_\_\_ STAFF INITIAL: \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 School District \_\_\_\_\_ School Bldg. \_\_\_\_\_ E-mail Address \_\_\_\_\_

## GRAPHIC WORK

### TRANSPARENCIES

- Black and white transparency \$0.10 ea.
- 8.5 x 11 color transparency \$1.30 ea.

### BANNERS/POSTERS/CHARTS

- Black & white print on white paper  
 36" x any length \$0.30 per square ft.   
 (example: 24" x 36" = \$1.80 ea.)
- Color print on white paper\*  
 36" wide x any length \$1.10 per square ft.   
 (example: 24" x 36" = \$6.60 ea.)  
 \*heavy weight paper \$1.70 per square ft.

### COLOR COPIES

- 8.5 x 11 color copies \$0.25 ea.
  - 11 x 17 color copies \$0.30 ea.
  - 14 x 20 color copies \$0.30 ea.
- Copyright permission is required.**

### OTHER GRAPHIC WORK

Contact directly

## DIRECTIONS

1. For every request for production services, please complete this form with your name, school district, and building names and numbers.
2. Please include a purchase order if required by your district.
3. Explain in detail anything that might help the AEA staff complete your request.
4. When ordering videos, software, DVDs, or CD-ROMs, please include title, series, and order number.
5. Put your name and school on items to be laminated.
6. Please mark billing information on upper right of form.
7. Only one service area per form.
8. Use a **Printing Request Form** for printing orders.

## VIDEO DUPLICATION

A listing of existing programs can be found in the Media Library under Medianet or Comcat.

### CDs/DVDs

One library program per DVD + case \$2.40

### Originally produced DVDs or CDs

DVD or CD master disc - single layer

- DVD with printed label \$2.00
- CD with printed label \$1.25
- Jewel case \$0.40

Call about labeling, packaging and other options.

### VHS 1/2" CASSETTES

- 30 minutes \$1.00
- 60 minutes \$1.25
- 120 minutes \$1.50

Tapes are enclosed for use.

"Extended play" duplication is **not available**.

**Copyright permission is required for all duplications.**

Please use one form per service area and allow **two weeks** for completion. Prices listed may change during the year; call for current prices.

.....  
 Order Printing on a Separate Printing Form

## INSTRUCTIONAL ITEMS

- Character Education posters (set of 6) \$1.00
- SWRL booklets (set of 52) \$9.50
- Early Literacy Cards (IGDI Pictures) (3 sets - 53 total) \$29.00
- Problem Solving Strategy posters (set of 10) \$2.00
- Copyright Condensed booklet N/C
- Brief Notes: Copyright for Students booklet N/C
- Brief Notes: Copyright for Students 11 x 17 wall chart N/C
- Brief Notes: Copyright for Students 23 x 35 poster N/C
- Visual FlipChart \$1.50 per set   
 Pastel  Primary
- ABC Charts \$1.10
- Lucky 7 Charts \$1.10
- Story Map \$1.10

## LAMINATION

- 24" wide per running foot (untrimmed) \$0.25

*(Adequately secure & label to prevent loss. Items to be laminated should be free of staples, brads, raised areas, etc.)*

**Thank you for using Heartland AEA!**  
 www.aea11.k12.ia.us

**Use this space to explain your request. When ordering software, CD-ROMs, DVDs, or videos, please include the title, series, and order number.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## AEA USE ONLY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_