



# HIGHLAND CATHOLIC SCHOOL

welcoming everyone in an experience that's more than an education

## POSTER PRINTING REQUEST

**All non-school related posters cost \$9.00 each.**

Please submit request at least 1 week in advance with payment, (posters will not be run without payment). Please allow two additional days for Non-electronic documents as they need to be scanned before they can be printed.\*\*\*\*\*

Please send the 8 1/2 x 11 document file (.doc, .pdf, .rtf, .pages) via email to [k.atlas@highlandcatholic.org](mailto:k.atlas@highlandcatholic.org). Documents can also be burned to a CD or put on a labeled flash drive (to be returned to you) and put into Kate Atlas's mailbox in the office.

Posters will be run and left in the office for you to pick up a week after your request. An email will be sent to you if they are done earlier.

\*\*\*\*\*This time frame leaves Mrs. Atlas plenty of time to get the posters scanned and printed without cutting into her classroom instruction or IT support time.

### ***Checks made out to Highland Catholic School***

Please detach the below form and submit with CD, Flash Drive, or non electronic documents

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**POSTER REQUEST**

Name: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

Number of Posters: \_\_\_\_\_

Name of file if on CD or Flash Drive: \_\_\_\_\_

(if you have more than one file to be made please indicate how many of each and their files names on the back of this form)

Date needed by (please see date requirements above):

**Please turn into Katie Atlas's Mailbox with in the school office with payment attached.**