



# CREATIVE SERVICES ORDER FORM

AEA USE ONLY	JOB NUMBER _____	
	DATE IN _____	OUT _____
	VAN ROUTE # _____	STAFF INITIAL _____

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DISTRICT \_\_\_\_\_ BUILDING \_\_\_\_\_

PREFERRED DELIVERY:  Van  Call for pick-up at Johnston DATE NEEDED \_\_\_\_\_

**METHOD OF PAYMENT**

PO/ACT #

PCARD (We will contact you for number)

Pay on floor

## SHOP THE CATALOG

Shop the new Creative Services catalog for posters, banners, bookmarks, PBIS ideas and more. Order as-is or customize for your classroom. <http://bit.ly/1RkpD8n>

Order #	Size	Qty	Description	Lamination?

Item #	SPECIAL MATERIALS OR SETS	Price	Qty.
1091	Early Literacy (IGDI)	\$29.00	
1092	SWRL Booklets (set of 51)	\$9.50	
1104	Visual FlipChart, Pastel	\$1.50	
1105	Visual FlipChart, Primary	\$1.50	
1106	Problem Solving Strategies (set of 10) 11"x17"	\$3.00	
Item #	17"x22" B&W POSTERS	Price	Qty.
1049L	My Birthday	\$0.35	
1050L	My Birthday	\$0.35	
1051L	Happy Birthday to Me	\$0.35	
1052L	Iowa Rivers Map	\$0.35	
1053L	U.S. Outline Map	\$0.35	
1054L	World Map	\$0.35	
1055L	Iowa Counties	\$0.35	
1057L	Animals on the Farm	\$0.35	
1058L	Digestive System	\$0.35	
1059L	Family Tree	\$0.35	
1060L	Iowa Symbols	\$0.35	
1061L	Heart	\$0.35	
1062L	Lungs	\$0.35	
1063L	Ear	\$0.35	
1064L	Respiratory System	\$0.35	
1065L	Skeletal System	\$0.35	
1066L	Seasons & Earth/Sun	\$0.35	
1067L	Eye	\$0.35	
1068L	Neighborhood Map	\$0.35	
1069L	I, Myself, and Me	\$0.35	
1070L	I'm the Big Cheese	\$0.35	
1071L	Introducing Me	\$0.35	
1072L	I Am Special	\$0.35	
1073L	Writing Paper	\$0.35	
1074L	Grid	\$0.35	

**LAMINATION ONLY** (does not require any design or printing)

- \$.35/running foot
- Up to 36" wide
- Lamination is untrimmed

## CUSTOM ORDER NEEDING GRAPHIC DESIGN

Creative Services will work with you to design the perfect materials for teaching and learning. Use the section below to describe your project (colors, logos, graphics, etc.) Multiple projects can be included. You will receive a PDF proof for your approval. Your custom order may include a design charge. Please allow for an approximate 2 week turnaround time.

Qty.	Size	Brief Description	Lamination?

- POSTERS**  
 8.5"x11" - \$0.25/ea  
 11"x17" - \$0.30/ea  
 13"x19" - \$0.40/ea  
 18"x24" - \$3.30/ea  
 24"x36" - \$6.60/ea
- POSTCARDS**  
 4"x6", 2 sided, color - \$0.07/ea
- BANNER (VINYL BANNERS AND LARGE FORMAT POSTERS)**  
 \$1.10/foot  
 Self-adhesive grommets, \$0.40/ea (may request)
- MAGNETS**  
 12"x18" Sheet - \$5.00
- CLINGS (WHITE OR CLEAR)**  
 8.5"x11" Sheet - \$1.00
- BUSINESS CARDS**  
 1 sided, Qty. 250 - \$5.99  
 2 sided, Qty. 250 - \$7.24

Use this space to describe your custom order (colors, logos, graphics, etc). Please attach files and examples (if any) with this form.

## HEARTLAND AEA USE ONLY

EMAIL COMPLETED FORM TO: [creativeservices@heartlandaea.org](mailto:creativeservices@heartlandaea.org) • QUESTIONS: (515) 270-9030 ext. 14368