



DISTRICT COPY CENTER REQUEST FORM:

Ext. 7835

NAME		SCHOOL / LOCATION		PHONE - EXT.
SIGNATURE		DATE SUBMITTED	DATE DESIRED	
TITLE OF MATERIAL BEING REQUESTED			PICK UP: Date / Time	

YOUR SIGNATURE IMPLIES ACCEPTANCE OF INSTRUCTIONS AND COPYRIGHT LAWS.

NON-BILLABLE PAPER STOCKS & FINISHING SERVICES:

_____ # of Originals	PRINT:	8.5 x 11 PAPER COLORS:	8.5 x 11 CARD STOCK COLORS:
_____ # of Copies	<input type="checkbox"/> Front Only	<input type="checkbox"/> White <input type="checkbox"/> Blue	<input type="checkbox"/> White <input type="checkbox"/> Blue
_____ total half shts.	<input type="checkbox"/> Front & Back	<input type="checkbox"/> Green <input type="checkbox"/> Pink	<input type="checkbox"/> Green <input type="checkbox"/> Pink
_____ total qtr. shts.	<input type="checkbox"/> As is	<input type="checkbox"/> Yellow <input type="checkbox"/> Red	<input type="checkbox"/> Yellow <input type="checkbox"/> Red
		<input type="checkbox"/> Tan <input type="checkbox"/> Orchid	<input type="checkbox"/> Tan <input type="checkbox"/> Orchid

SPECIAL INSTRUCTIONS :

8.5 x 14 PAPER COLORS:	11 x 17 CARD STOCK COLORS:
<input type="checkbox"/> White <input type="checkbox"/> Blue	<input type="checkbox"/> White <input type="checkbox"/> Blue
<input type="checkbox"/> Green <input type="checkbox"/> Pink	<input type="checkbox"/> Green <input type="checkbox"/> Pink
<input type="checkbox"/> Yellow	<input type="checkbox"/> Yellow

FINISHING SERVICES:

- Stack (1,1,1) Collate (1,2,3)
- Staple Single Dual
- Booklet (fold in half-dual staple, limit of 90, 8.5 x 11 pages)
- Cut 1/2 1/3 1/4
- Fold 1/2 1/3 1/4
- Pads _____ Per pad _____
- 3 - Hole Punch

11 x 17 PAPER COLORS:

- White Blue
- Green Pink
- Yellow Buff

BOOK COVERS:

SIZE:

- Paper 8 1/2 x 11
- Card Stock 8 1/2 x 14
- Front Only 11 x 17
- Front / Back _____

PLEASE LIMIT PAPER COLORS TO THREE PER ORDER.

BILLABLE PAPER STOCKS & FINISHING SERVICES

SERVICES & PAPER STOCKS

- Spiral Bind (all sizes) \$ 0.50 per book
- Tabs (5 /set) \$ 0.40 per set
- Certificate Paper \$ 0.07 ea.sheet
- *Design/Layout \$ 50.00 per hr.
- *one hour minimum-excludes enlargements

POSTERS/LAMINATION:

- poster laminate foamboard
- 18 x 24 \$ 6.00 \$ 8.00 \$ 10.00
- 24 x 36 \$ 12.00 \$ 9.00 \$ 16.00
- 36 x 48 \$ 20.00 \$ 12.00 \$ 28.00

(please call for vinyl banner pricing)

PLEASE ALLOW 48 HRS. FOR POSTERS

FULL COLOR COPIES:

- | | | | |
|------------|----------------------------------|-------------------------------------|-----|
| | one sided | two sided | 250 |
| 8 1/2 x 11 | <input type="checkbox"/> \$ 0.12 | <input type="checkbox"/> \$ 0.18 | |
| 8 1/2 x 14 | <input type="checkbox"/> \$ 0.16 | <input type="checkbox"/> \$ 0.24 | |
| 11 x 17 | <input type="checkbox"/> \$ 0.24 | <input type="checkbox"/> \$ 0.36 | |
| | <input type="checkbox"/> Paper | <input type="checkbox"/> Card Stock | |

BUSINESS CARDS

- \$5.00 - 500 \$10.00

NCR - CARBONLESS:

- \$0.12 set - 2 part white, yellow
- \$0.14 set - 3 part white, yellow, pink (available 8.5 x 11 only)

SPECIAL INSTRUCTIONS :

Approval Signature _____

Budget Number _____

COPY CENTER USE

Date _____

Initial _____

Imp _____

Due \$ _____

(Revised: May, 2010)

Please fill out request in its entirety. Send good clean originals (poor originals produce poor copies). Attach originals with paper clip to request. One request sheet per individual job. When appropriate, fill out billing information completely.