

# COPY CENTER WORK REQUEST

Questions, call # 456-4036

**\*\* Indicates Extra Charge**



## 1. REQUESTOR INFORMATION

# \_\_\_\_\_ **Billing Code Required**

- A 10 digit billing code is a requirement
- MUST be completed or will be returned**

\_\_\_\_\_ **Authorized Signature**  
Principal or Office Manager

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

School: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Specify Date Required: **(No ASAP)** \_\_\_\_\_

**Date must be specified**

*(If needed faster than 3 business days there will be an \*\*extra charge)*

## 2. COPY REQUEST

No of Copies: \_\_\_\_\_ No of Pages: \_\_\_\_\_

(Minimum of 20 copies)

Print one sided: \_\_\_\_\_ Back to Back: \_\_\_\_\_

## 3. PAPER CHOICE *(Review color chart at your school's office)*

**8.5 x 11                      8.5 x 14                      11 x 17**

Color                      Color (Bond Only)                      Color (Bond Only)

Bond #20	<input type="checkbox"/>	Vellum #70	<input type="checkbox"/>
Index #110	<input type="checkbox"/>	Brites #20	<input type="checkbox"/>
Cover #65	<input type="checkbox"/>	Parchment	<input type="checkbox"/>

**Color Copies (\*\*extra charge)**

### **NCR (check one)** *(Allow 3 business days)*

2-part (white/yellow)                       3-part (white/yellow/pink)

4-part (white/yellow/pink/goldenrod)

5-part (white/green/yellow/pink/goldenrod)

## 4. FINISHING REQUEST (Check the appropriate boxes)

Collate/Staple: <input type="checkbox"/>	Collate: <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cut: <input type="checkbox"/> <b>(Be Specific)</b>
	Fold: <input type="checkbox"/>
	Glue: <input type="checkbox"/>

**We cannot hole punch fast back binding**

### Options for Punching

2-hole punching

3-hole punching

### **Fast Back Binding**

*(Must have principals approval)*

8 ½ x 11                      4 ¼ x 5 ½

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## SPECIAL INSTRUCTIONS

## **\*THIS SIDE IS FOR COPY CENTER USE ONLY\***

Mailed Date: \_\_\_\_\_

# of Copies _____	1-Sided: _____	2-sided: _____	Kodak: _____
# of Copies _____	1-Sided: _____	2-sided: _____	Kodak: _____
# of Copies _____	1-Sided: _____	2-sided: _____	Kodak: _____
Masters: _____			

PAPER	QTY/REG COPY	QTY/EXTRA COPY	QTY/EXTRA COPY
Bond 8 ½ x 11	_____	_____	_____
Bond 8 ½ x 14	_____	_____	_____
Bond 11 x 17	_____	_____	_____
Punched Bond	_____	_____	_____
Brites	_____	_____	_____
Vellum	_____	_____	_____
Cover	_____	_____	_____
Index	_____	_____	_____
NCR 2-part	_____	_____	_____
NCR 3-part	_____	_____	_____
NCR 4-part	_____	_____	_____
NCR 5-part	_____	_____	_____
Transparency	_____	_____	_____
Parchment	_____	_____	_____
Bond 8 ½ x 11	_____	_____	_____

### **STANDARD FINISHING**

### **HOURS**

Collate _____	Glue _____
Collate/Staple _____	Cut _____
Collate/Staple/Fold _____	Punch _____
	Fold _____

### **COPY TIME**

Press \_\_\_\_\_                      Kodak \_\_\_\_\_

### **OTHER CHARGES**

Description	# of Units
1. _____	_____
2. _____	_____
3. _____	_____