

# JOB REQUEST

Please complete one job request form for each job. Thank you!

Name \_\_\_\_\_ Date \_\_\_\_\_

Contact # \_\_\_\_\_ Date Required \_\_\_\_\_

QUANTITY \_\_\_\_\_  BW  COLOR

SIZE  8 1/2 x 11  8 1/2 x 14  11 x 17  12 x 18

STOCK  20# PAPER  CARDSTOCK

COLOR  WHITE  PASTEL \_\_\_\_\_  BRIGHT \_\_\_\_\_

SIDES  1 SIDED  2 SIDED  COPY AS IS

OPTION  STAPLE  3 HOLE PUNCH

OPTION  LAMINATION  CUTTING - CUT SIZE \_\_\_\_\_

BIND  SPIRAL BINDING

FRONT COVER  NONE  CLEAR  CARD \_\_\_\_\_

BACK COVER  NONE  CLEAR  CARD \_\_\_\_\_

## COPY CENTER AREA ONLY

QUANTITY	DESCRIPTION	COST	TOTAL
CC INITIAL	REGISTER INITIAL	TOTAL CHARGE	
		PLUS TAX	

## BW COPY COSTS

PAPER SIZE	WHITE	PASTEL	BRIGHT	CARDSTOCK
8 1/2 X 11	10¢	15¢	20¢	add 5¢
8 1/2 X 14	15¢	20¢		
11 X 17	20¢	25¢	30¢	add 5¢ (WHITE ONLY)
12 X 18	25¢			add 5¢ (WHITE ONLY)

## COLOR COPY COSTS

PAPER SIZE	20# WHITE	XEROX CC	CC COVER
8 1/2 X 11	25¢	30¢	50¢
11 X 17	50¢	60¢	\$1.00
12 X 18		75¢	\$1.50

## ADDITIONAL SERVICES

- Cutting . . . . . 75¢ per cut
- Folding . . . . . \$2.50 setup  
plus 1¢ per sheet
- Hole Drilling . . . . . 1¢ per sheet
- Stapling . . . . . 1¢ per staple
- Laminating . . . . . 8 1/2 x 11 . . . . . \$2.00 per sheet  
11 x 17 . . . . . \$4.00 per sheet  
*(lamination prices include trimming charges)*
- Spiral Binding . . . . . 6mm-12mm . . . . . \$2.00 per book  
12mm-20mm . . . . . \$3.00 per book  
20mm and up . . . . . \$5.00 per book
- Clear Covers . . . . . 50¢ each
- Cardstock Covers . . . . . 25¢ each