**Copy Center Printing Request**

**Classroom Use – Restricted Acct**
(No NCR, Padding, Binding or Laminating)

**School/Department/Teacher:**

**Phone EXT:**

**Today’s Date:**

**Budget Code:**

10 E 530 0100 * 0570 0000 0

**Date Needed** (Must have a date, not ASAP):

1999 0000 0 0

**Description**

- 27 - Teaching
- 33 – Curriculum

**Finished Size**

(8.5x11 / 8.5x14 / 11x17)

**Paper Type**

- 20lb COPY
- 67lb CARD

**Paper Color**

(White or Indicate Color)

**Ink Color**

(Black / Color)

**Options**

- □ Collate
- □ Group
- □ 1- Staple
- □ 2- Staples
- □ Run 1-sided → 1-sided
- □ Run 1-sided → 2-sided
- □ Run 2-sided → 2-sided
- □ 2-Hole Punch
- □ 3-Hole Punch
- □ Booklets (folded and stapled in middle)
- □ Cut OR Fold (Handwork Charge)
  - Half / Thirds / Fourths

**Special Instructions** (Delivery Info, Covers, Other)

**Description**

FOR COPY CENTER USE ONLY

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISO ComColor (# of images) (BLACK or COLOR Ink)</td>
<td></td>
<td>.01/.08</td>
<td></td>
</tr>
<tr>
<td>COLOR PAPER (# of images)</td>
<td></td>
<td>.01</td>
<td></td>
</tr>
<tr>
<td>*This line will be added to “Images” line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COVER STOCK (per page)</td>
<td></td>
<td>.05</td>
<td></td>
</tr>
<tr>
<td>*This line will be added to “Images” line</td>
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<td></td>
</tr>
<tr>
<td>Taskalpha 7550ci (# of images) (BLACK or COLOR ink)</td>
<td></td>
<td>.01/.08</td>
<td></td>
</tr>
<tr>
<td>Taskalpha 8003ci (# of images) ID #:</td>
<td></td>
<td>.01</td>
<td></td>
</tr>
<tr>
<td>Construction/Envelopes (you provide) – Per Image (RISO)</td>
<td></td>
<td>.01</td>
<td></td>
</tr>
<tr>
<td>HAND WORK (cutting/folding) 15-min increments</td>
<td></td>
<td>$5.00/15-min</td>
<td></td>
</tr>
</tbody>
</table>

**Total Job Charge**

$