**COPY CENTER PRINTING REQUEST**

**OUTSIDE DISTRICT USE – (To Be Invoiced)**

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**Organization (Billing Address)**

________________________________________

________________________________________

________________________________________

**Today’s Date:** ____________________

**Date Needed:** ____________________

Please contact the Copy Center at x 3319 to confirm turnaround time can be met.

**Billing Code** 10 E 530 8900 91 0570 830 9300 0000

**Signature**

________________________________________

**Phone**

________________________________________

<table>
<thead>
<tr>
<th># Needed</th>
<th># of Originals</th>
<th>Description</th>
<th>Finished Size</th>
<th>Paper Type</th>
<th>Paper Color</th>
<th>Ink Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( # of copies per original)</td>
<td>(2-sided= 2 originals)</td>
<td>(Name of Document)</td>
<td>(8.5x11 / 8.5x14 / 11x17)</td>
<td>20lb COPY</td>
<td>67lb CARD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COPY</td>
<td>CARD</td>
</tr>
</tbody>
</table>

**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

- □ Cut (Handwork Charge- Half /Thirds/Fourths)

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

________________________________________

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**Description**

**FOR COPY CENTER USE ONLY**

<table>
<thead>
<tr>
<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>.04 / .12</td>
<td></td>
</tr>
<tr>
<td>COLOR PAPER (# of images)</td>
<td>.04</td>
<td></td>
</tr>
<tr>
<td>COVER STOCK (per page)</td>
<td>.10</td>
<td></td>
</tr>
<tr>
<td>Taskalpaha 7550ci (# of images) (BLACK or COLOR ink)</td>
<td>.04 / .12</td>
<td></td>
</tr>
<tr>
<td>Construction/Envelopes (you provide) – Per Image (RISO)</td>
<td>.04</td>
<td></td>
</tr>
<tr>
<td>HAND WORK (folding, cutting) 15-min increments</td>
<td>$5.00/15-min</td>
<td></td>
</tr>
</tbody>
</table>

**Total Job Charge** $