

P#

REQUEST FOR DUPLICATING SERVICES
PLEASE READ, COUNT ALL PAGES AND WRITE LEGIBLY!

2021

NAME: _____

DATE REQUIRED: _____

DATE: _____

PHONE NUMBER: _____

DIRECT BILLING CUSTOMERS ONLY - NAME OF BUSINESS: _____

No. of pages: Printed: Paper: Color Ink Stock Specification: Enlarge:
Pages Sets White/Black *Colored Paper (Indicate Below) 98%
Pages Sets Color Copy *Pink Blue Green Yellow Other
Pages Sets Transparencies Reduction
Pages Sets NCR 2/3/4 part Tabs - 5 bank Other
Pages Sets Newsletter (Folding/Staping Y / N) Cover Stock (Blue/White) Punch
Pages Sets Brochures (Folding/Y / N) Faxes In / Out 3 hole punch

(Printed sides are what is counted)

Printing Side: Staple: Binding: Paper Size:
1 to 1 Yes (Single/Double stitch Combs (Black/White) 8 1/2" x 11"
1 to 2 or Booklet Format Xerox Binder 8 1/2" x 14"
2 to 1 No Laminate 11" x 17"
2 to 2 Folding/Cutting Other
Business Cards

Scan to USB: _____ Scan To Email: _____

FURTHER INSTRUCTIONS: (further instructions use backside):

Copies and Originals received by: _____ Date: _____

PRICE AMOUNT
8 1/2" X 11", 8 1/2" X 14", 11" x 17"
Black & White Copy \$0.10 BANNERS Black/White \$2 per sq. ft. BINDING Perfect Binding \$0.44 CARBONLESS (NCR) 2pt, 3pt, 4pt \$0.28
Colored Paper/Scanning \$0.10 Color \$3 per sq. ft. Combs, Xerox Binder
Color Copies \$0.40
Folding \$0.50
Cutting \$.50 per cut 10 sheets or under CLEAR COVER: \$0.25 FAXES: \$0.85
Graphic Assistance \$12.50 COVER STOCKS: LAMINATION: \$0.75 BUSINESS CARDS: \$1.25
Premium Paper \$0.13 (Includes Tabs, Dividers) \$0.09 (Rate is set for every letter size) (B/W or Color, includes cutting)
Service Provided: KEY OPERATOR: _____
Cashes and Receipts section with fields for Cash Tended and Receipt #.

Pending Partial Completed