

Work Order #

REQUEST FOR DUPLICATING SERVICES

2021

PLEASE READ, COUNT ALL PAGES AND WRITE LEGIBLY!

DATE: _____

DATE REQUIRED: _____

(No Abbreviation/Dept. #, Spell Out Full Name)

DEPARTMENT: _____

NAME: _____

ACCOUNT # or ICR#: _____ Fund's Availability

PHONE: _____

No. of Pages: _____ **Printed:** _____ **Color Ink** _____

_____ Pages _____ Sets _____ White/Black

_____ Pages _____ Sets _____ Color Copy

_____ Pages _____ Sets _____

_____ Pages _____ Sets _____ NCR 2/3/4 part

_____ Pages _____ Sets _____ Newsletter (Folding Y Staping Y)

_____ Pages _____ Sets _____ Brochures (Folding Y)

Stock Specification:

*Colored Paper (Indicate Below)

_____ *Pink Blue Green Yellow

_____ Transparencies

_____ Tabs - 5 bank

_____ Cover Stock (Blue/White)

_____ Faxes In / Out

Enlarge:

_____ 110%

_____ Other

Reduction

_____ Other

Punch

_____ 3-Holes

(Printed sides are what is counted)

Printing Side: _____ **Staple:** _____

_____ 1 to 1 _____ Yes (Single / Double Stitch Y

_____ 1 to 2 _____ Booklet (Saddle) Stitch Y

_____ 2 to 1 _____ No

_____ 2 to 2 _____ Business Cards [10 per side]

Binding:

_____ Perfect Bind

_____ Combs (Black/White)

_____ Xerox/Cover Bind

_____ Laminate

_____ Folding/Cutting

Paper Size:

_____ 8 1/2" x 11"

_____ 8 1/2" x 14"

_____ 11" x 17"

_____ Other

Scan to USB: _____ Scan To Email: _____

FURTHER INSTRUCTIONS: (additional information 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 | | BINDING | | CARBONLESS (NCR) | |
| Colored Paper/Scanning | \$0.10 | Black/White | \$2 per sq. ft. | Perfect Bind | \$0.44 | 2pt, 3pt, 4pt | \$0.28 |
| Color Copies | \$0.40 | Color | \$3 per sq. ft. | Combs, Cover/Xerox Bind | | (Pre-Sequenced) | |
| Folding | \$0.50 per cut 10 sheets or under | | | CLEAR COVER: | \$0.25 | FACSIMILE (FAX) | \$0.43 |
| Cutting | \$0.50 per cut 10 sheets or under | | | LAMINATION: | \$0.75 | BUSINESS CARDS: | \$1.25 |
| Graphic Assistance | \$12.50 | COVER STOCKS: | | (Rate is set for letter size) | | (B/W or Color, includes cutting) | |
| Premium Paper | \$0.13 | (Includes: B/W, and Tabs) | \$0.09 | | | | |

Service Provided: _____ KEY OPERATOR: _____

_____ Copies @ _____ = \$ _____

_____ Copies @ _____ = \$ _____

_____ Copies @ _____ = \$ _____

_____ Copies @ _____ = \$ _____

_____ Copies @ _____ = \$ _____

_____ Copies @ _____ = \$ _____

Sub Total: _____ Tax: _____ Total: _____

Pending

Partial

Completed

MANUALS/OTHER (*-Indicate Quantity Amount)

| | |
|---|---|
| _____ Travel Policy Manuals | _____ Motor Vehicle Operators Handbook |
| _____ Budget Instruction & Policies Manual | _____ Privacy & Access to Information Act |
| _____ Personnel Policy & Procedures Manual | _____ Procurement Rules & Regulations |
| _____ Division of Finance - Procedures Handbook | _____ Local Governance Act - Amendments |
| _____ Purchasing Manuals | _____ Local Governance Act Manual |
| _____ Telecommunications & Utilities Handbook | _____ Election Code 1990 Manual |
| _____ Homesite Lease Regulations of 2016 | _____ Election Code 1990 - Amendments |
| _____ Title 2 No. CAP-10-11 | _____ Livestock & Foreign Animal Disease Response |
| _____ Procedures for Processing PAF's | _____ Navajo Preference to Employment Act |
| | _____ OMB Enabling Legislation Manual |

Forms: Carbonless (*-Indicate Quantity Amount)

_____ RDP (Request for Direct Payment Form - 3 part)

_____ O.T. (Request and Authorization: Overtime & Holiday Form - 3 part + 1 = 4 with instruction page.)

_____ Merit Pay Bonus (Recommendation / Approval Form - 4 part)

MORE INSTRUCTIONS: