

Duplications Center / Work Request Form

Black & White Full Color Single-Sided Double-Sided Stapled Comb Bind Velo Bind Folding Cutting Lamination 3-Hole-Punched

	Originals X Copies = Total	Please Put an "X" in the box describing the type of copying and finishing you need												
1	X =													
2	X =													
3	X =													
4	X =													
5	X =													

If requesting color paper for you order, please list here: circle: **Cardstock** or **Regular**

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

***** **Additional Instructions** ***** **Pricing** *****

Emailed * Flash/drive * Hard Copy*

B&W: \$.04 Per Copy (\$.08 per 11X17")
Full Color: \$.40 Per Copy (\$.80 for 11X17")
Binding: \$.50 per bind (Comb or Velo)
Special Covers \$.10 vinyl or \$.30 black
Lamination: \$.75 Per Linear Foot (2.25' width)
NCR 2part, 3part, etc, \$.05 cents per sheet
Stapling, Drilling, Cutting, Padding: No Charge

NAME: _____
PHONE NUMBER: _____ **ACCOUNT NAME:** _____
Faculty/Staff ONLY if mailing MAIL CODE: _____ **ACCOUNT #:** _____
TODAY'S DATE: _____ **TOTAL: \$** _____
DUE DATE: _____ **SIGNATURE:** _____

***** **FOR DUPLICATIONS USE ONLY** *****

Order Received By: _____ Quality Checked/Completed By : _____
 Called or Emailed Customer (circle which) Date: _____ On time? Y N