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Copy Center Work Order Form

rebecca.krafton@andoverma.us (978) 247-7079

Invoice #
DB Entry #

NAME: _____ **ORDER DATE:** _____
SCHOOL: _____ **DATE NEEDED:** _____
ACCOUNT NUMBER: _____ **APPROVED BY:** _____

NOTE: AN ORIGINAL PRINTED ON BOTH SIDES COUNTS AS TWO ORIGINALS

NUMBER OF ORIGINALS _____
QUANTITY of EACH _____
TOTAL COPIES _____
(Total=Number of Originals x Quantity of each)

CASE PRICES	Check type &	Enter number of cases
_____ Case White 8 1/2 x 11	\$30.00	Qty _____
_____ Case Color 8 1/2 x 11	\$34.50	Qty _____
_____ Case White 8 1/2 x 14	\$56.00	Qty _____
_____ Case White 11 x 17	\$44.00	Qty _____
_____ Case 3 Hole White	\$30.00	Qty _____

FINISHING	Check choice
1 Sided _____	2 Sided _____
Collated SETS _____	Uncollated STACKS _____
BOOKLET _____	Fold only _____ Fold & Staple _____
Booklet can be up to 15 sheets of paper printed on both sides, resulting in 60 pages MAXIMUM. Booklet can be 8 1/2 x 11, 8 1/2x 14 or 11 x 17	
FOLD _____	.01/booklet ___ Half ___ Letter
1 STAPLE _____	x .01/ SET _____ 2 STAPLES .02/SET
TAPE BIND _____	.75/book _____ Cardstock Covers
SPIRAL BIND _____	\$1.00/book
MAKE ORIGINALS _____	.10/ ea

8 1/2 x 11 PAPER	
Check Choice	
_____ WHITE 1 SIDE	.0461 ea
_____ WHITE 2 SIDED	.0432 ea
s _____ COLORED PAPER	.0471
_____ 3 HOLE	.047
(Put ✓ next to Color Choice)	
_____ WHITE	_____ BLUE
_____ YELLOW	_____ PINK
_____ GOLD	_____ CHERRY
_____ TAN	_____ MINT GREEN
_____ IVORY	_____ SPRING
_____ PUMPKIN	_____ GREEN
_____ SALMON	_____ LAVENDER
	_____ GRAY

8 1/2 x 14 LEGAL PAPER	
WHITE .0515	
11 x 17 .0577 white	
COLOR COPIES Check Choice	
_____ 1 side white	.075 ea
_____ 2 sd on white	.07ea side
_____ 8 1/2 x 11 Cardstock	.11 ea side
_____ 14" white	.10 ea side
_____ 11x 17 paper	.10 ea side
_____ 11x17 Cardstock	.25 ea side
Business Cards	
_____ 1 side (Sheet of 10)	.35
_____ 2nd side 1 color	.35
_____ 2nd side Full color	.70
Special Instructions	

CARDSTOCK	
_____ CARDSTOCK 11 x 17	.085 (White Only)
_____ WHITE 8 1/2 x11	.064
_____ Colored	.064
(Put ✓ next to Color Choice)	
_____ YELLOW	_____ BLUE
_____ PINK	_____ GREEN
_____ CHERRY	_____ GOLD
_____ LILAC	_____ IVORY
_____ SALMON	
LAMINATE _____	
_____ 8 1/2 x 11	\$1.40 Check Size
_____ 11 x 17	\$2.10
_____ 18 x 24	\$3.15
_____ 24 x 36	\$4.20