

Revised 9/27/2021

Copy Center Work Order Form

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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	\$33.00	Qty _____
_____ Case Color 8 1/2 x 11	\$37.00	Qty _____
_____ Case White 8 1/2 x 14	\$60.00	Qty _____
_____ Case White 11 x 17	\$79.00	Qty _____
_____ Case 3 Hole White	\$49.00	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
_____ LILAC _____ GOLD
_____ SALMON _____ IVORY
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