

# COPY CENTER WORK ORDER FORM PENN STATE HARRISBURG

DATE REC'D \_\_\_\_\_ BUDGET \_\_\_\_\_ FUND \_\_\_\_\_ DATE REQUIRED \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ ROOM # \_\_\_\_\_

SPECIAL INSTRUCTIONS			
COPIES	PAPER SIZE	# OF ORIG.	COPIES/ORIGINAL
BLACK	8 1/2 x 11"	_____	_____
	_____	_____	_____
COLOR	_____	_____	_____

FOR COPY CENTER USE ONLY			
COPIER	TOTAL COPIES	AMOUNT/COPY	TOTAL COST
2110 (Black)	_____	_____	_____
8050 (Black)	_____	_____	_____
8050 (Color)	_____	_____	_____

SPECIAL INSTRUCTIONS	
_____	BOOKLETS (Folded & Stapled)
_____	COLLATE
_____	CUTTING (100 sheets 20#)
_____	DRILLING (100 Sheets 20#)
_____	DUPLEX (Print 2 sides)
_____	FOLDING
_____	2110 BLUE
_____	HAND COLLATING
_____	NOTE PADS
_____	SPECIAL PAPER
_____	SHRINK WRAPPING
_____	SPIRAL BINDING
_____	STAPLE ___ One ___ Two
_____	TABBING
_____	TRANSPARENCIES
_____	JOB SET-UP FEE
_____	JOB FINISH FEE
<b>PERSONAL COPIES</b>	
_____	BLACK (\$.08 /Copy Plus PA Sales Tax)
_____	COLOR (\$.30/Copy Plus PA Sales Tax)
<b>FAXES</b>	
_____	# of Pages to <b>SEND</b>
_____	# of Pages <b>RECEIVED</b>

FOR COPY CENTER USE ONLY	
# of Books _____ X \$0.05 / Book	= _____
N/C	
# of Cuts _____ X \$0.040 / Cut	= _____
# of Drill Cycles _____ X \$0.40 / Drill	= _____
2 Sided (Counts as 2 Copies)	
# of Folds _____ X \$0.01 / Fold	= _____
# of Copies _____ X \$0.06 / Copy	= _____
# of Stacks X # Books = Units X \$0.03/Unit	= _____
# of Pads X \$0.05/Pad	= _____
Special Paper Cost (By Ream or Sheet)	= _____
# of Units _____ X \$0.40/Unit	= _____
# of Books _____ X \$0.75/Book	= _____
N/C	
# of Tabs _____ X \$0.01/Tab	= _____
# of Transparencies _____ X \$0.60/Copy	= _____
Remove Black Edges, Staples, Etc. \$3.00/Half Hour	= _____
Hand Collate, Hand Staple, etc. \$3.00/Half Hour	= _____
# of BW Copies _____ + PA Sales Tax	= _____
# of Color Copies _____ + PA Sales Tax	= _____
# of Pages to Sent _____ X \$1.00/Page + PA Sales Tax	= _____
# of Pages to Rec. _____ X \$0.50/Page + PA Sales Tax	= _____
<b>JOB TOTAL</b> _____	

**COPY COSTS**

8-1/2 X 11 & 8-1/2 X 14".....B&W Copies.....\$0.03 per Copy  
 11 X 17".....B&W Copies .....\$0.06 per Copy

Color Copies ....\$0.25 per Copy  
 Color Copies ....\$0.50 per Copy

**PAPER COSTS**

Clear & Heavy Black Covers.....\$.75/Sheet  
 Standard Paper (20# for B&W & 28# for Color).....Included in cost per copy  
 Premium Paper Stock 24#.....add'l \$0.03 / Copy      Cover Stock 65# & up, Parchment, Etc.....add'l \$0.05/Copy  
**Special Paper Orders** .....Contact Copy Center Staff for cost .

White Copy    Copy Center  
 Yellow Copy    Returned with job  
 Pink Copy      Department Copy