

# DESIGN & COPY CENTER

## Request Form

Date Received: \_\_\_\_\_

The top part of this form must be completed by the Requester.

Date Needed: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account Name to be charged: \_\_\_\_\_ Account #: \_\_\_\_\_  
(The Bookstore Resale account # must be used if items will be sold at the UAM Bookstore.)

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Bookstore Manager if for resale: \_\_\_\_\_ Date: \_\_\_\_\_

Type of service requested:  Copy  Graphic Design  Other: \_\_\_\_\_

Description of request, (e.g. 500 copies of the Fall Schedule, design cover for Student Handbook, etc.): \_\_\_\_\_

Please attach any pertinent information.

### Graphic Center Office Use Only

**Total Copy Charges:** \_\_\_\_\_

| quantity | paper type   | copy type  | paper size   |
|----------|--|--|--|
| _____    | <input type="checkbox"/> White                     | <input type="checkbox"/> Single-Sided<br><input type="checkbox"/> Double-Sided                                   | <input type="checkbox"/> 8 1/2 x 11<br><input type="checkbox"/> 8 1/2 x 14<br><input type="checkbox"/> 11 x 17 |
| _____    | <input type="checkbox"/> Parch.<br>Hots &<br>Color | <input type="checkbox"/> Single-Sided<br><input type="checkbox"/> Double-Sided                                   | <input type="checkbox"/> 8 1/2 x 11<br><input type="checkbox"/> 8 1/2 x 14<br><input type="checkbox"/> 11 x 17 |
| _____    | <input type="checkbox"/> Cover                     | <input type="checkbox"/> Single-Sided<br><input type="checkbox"/> Double-Sided<br><input type="checkbox"/> Blank | <input type="checkbox"/> 8 1/2 x 11<br><input type="checkbox"/> 8 1/2 x 14<br><input type="checkbox"/> 11 x 17 |
| _____    | <input type="checkbox"/> Provided<br>Own<br>Paper  | <input type="checkbox"/> Single-Sided<br><input type="checkbox"/> Double-Sided                                   | <input type="checkbox"/> 8 1/2 x 11<br><input type="checkbox"/> 8 1/2 x 14<br><input type="checkbox"/> 11 x 17 |

\_\_\_\_\_  Certificate @ 18¢/ea

\_\_\_\_\_  Tri-fold @ 27¢/ea

\_\_\_\_\_  Post-Card @ 12¢/ea

Copies Completed By: \_\_\_\_\_

IRC initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Total Materials Charges:** \_\_\_\_\_

| quantity |   |
|----------|---|
| _____    | <input type="checkbox"/> Book Binders @ 25¢/ea.                           |
| _____    | <input type="checkbox"/> Business Cards* @ \$5.50/100                     |
| _____    | <input type="checkbox"/> Color Posters @ \$3.00/tabloid- @ \$1.50/letter  |
| _____    | <input type="checkbox"/> Computest Scan Forms @ 5¢/ea.-\$26.00/box of 500 |
| _____    | <input type="checkbox"/> Folding @ 25¢/100 sheets                         |
| _____    | <input type="checkbox"/> Laminating Film @ 6¢/inch                        |
| _____    | <input type="checkbox"/> Laminating Pouches @ 15¢/ea                      |
| _____    | <input type="checkbox"/> Posterboard @ \$4.00/sheet                       |
| _____    | <input type="checkbox"/> Transparencies @ 75¢/ea.                         |
| _____    | <input type="checkbox"/> Videos Copied @ \$1.00/video                     |
| _____    | <input type="checkbox"/> VHS T-120 Video Tape @ \$3.50/ea.                |
| _____    | <input type="checkbox"/> VHS T-60 Video Tape @ \$3.25/ea.                 |
| _____    | <input type="checkbox"/> VHS T-30 Video Tape @ \$3.00/ea.                 |
| _____    | <input type="checkbox"/> OTHER (describe): _____                          |

\*A graphic design charge of \$2.50 will be added to business cards requiring special designs.

**Total Design Charges:** \_\_\_\_\_

No. Pages \_\_\_\_\_  Custom Mac Master/Graphic Design @ \$2.50/page

| Paper Type | Single-Sided Copy Prices |          |       | Double-Sided Copy Prices |          |       |
|------------|--------------------------|----------|-------|--------------------------|----------|-------|
|            | 8 1/2x11                 | 8 1/2x14 | 11x17 | 8 1/2x11                 | 8 1/2x14 | 11x17 |
| White      | 3¢                       | 4¢       | 5¢    | 5¢                       | 7¢       | 9¢    |
| Parch/Hots | 5¢                       | 6¢       | 7¢    | 9¢                       | 11¢      | 13¢   |
| Coverstock | 7¢                       | -        | 20¢   | 13¢                      | -        | 30¢   |
| Provided   | 2¢                       | 3¢       | 4¢    | 3¢                       | 4¢       | 5¢    |

**Total Charges:** \_\_\_\_\_