

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 <input type="checkbox"/> Double-Sided	<input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17
_____	<input type="checkbox"/> Parch. Hots & Color	<input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided	<input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17
_____	<input type="checkbox"/> Cover	<input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided <input type="checkbox"/> Blank	<input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 11 x 17
_____	<input type="checkbox"/> Provided Own Paper	<input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided	<input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <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: _____