

PLANO I.S.D. COPY SERVICES REQUEST FORM

650 N. Murphy Rd., Murphy, TX 75094
PHONE: (469) 752-1693

Please submit all electronic requests to: plisd.copycenter@plisd.edu

DATE SUBMITTED: _____ DATE NEEDED: _____ JOB TITLE: _____

PRINT NAME: _____ PTA/BOOSTER w/CAMPUS NAME: _____

SIGNATURE: _____ Phone number for contact: _____

I ACCEPT RESPONSIBILITY FOR PAYMENT AND ANY COPYRIGHT INFRINGEMENTS RESULTING FROM THE DUPLICATION OF THIS MATERIAL

WHEN COUNTING ORIGINALS, NOTE A TWO-SIDED ORIGINAL IS COUNTED AS TWO (2) ORIGINALS

#20 REGULAR PAPER

WE DO NOT SELL BLANK PAPER

COLOR CHOICE

DESCRIPTION	RUN COPIES _ F/O _ F/B	# OF ORIG. _____ X	# COPIES PER ORIG. _____ X	.025 F/O .020 F/B	= \$ _____
WHITE 8 1/2 X 11					
3 HOLE WHITE 8 1/2 X 11				.023 F/O .020 F/B	= \$ _____
COLOR PAPER 8 1/2 X 11 *(LIST ABOVE)				.028 F/O .025 F/B	= \$ _____
LEGAL WHITE 8 1/2 X 14 LEDGER WHITE 11X17				.040 F/O .030 F/B	= \$ _____
LEGAL COLOR 8 1/2 X 14 LEDGER COLOR 11X17				.045 F/O .035 F/B	= \$ _____

#110 CARD STOCK PAPER

WE DO NOT SELL BLANK PAPER

COLOR CHOICE

DESCRIPTION	RUN COPIES _ F/O _ F/B	# OF ORIG. _____ X	# COPIES PER ORIG. _____ X	.04 F/O .03 F/B	= \$ _____
WHITE 8 1/2 X 11					
COLOR PAPER 8 1/2 X 11 *(LIST ABOVE)				.05 F/O .03 F/B	= \$ _____
LEDGER WHITE 11 x 17				.05 F/O .03 F/B	= \$ _____
LEDGER COLOR 11x 17				.06 F/O .04 F/B	= \$ _____
COVERS - BACKS AND INSERTS				.03 EACH	= \$ _____

ADDITIONAL SERVICES & FINISHING OPTIONS

COLLATED SETS	# SETS _____ X	.025 SET	= \$ _____
COLLATED & STAPLED SETS	# SETS _____ X	.035 SET	= \$ _____
COLLATE - SADDLE STITCH & FOLD	# SETS _____ X	.045 SET	= \$ _____
TAPE BIND (INCLUDES COLLATING)	# SETS _____ X	.35 SET	= \$ _____
CUTTING	500 SHEETS PER CUT	# CUTS _____ X	.25 = \$ _____
GLUING	100 SHEETS PER GLUE	# GLUES _____ X	.20 = \$ _____
BIFOLD/TRIFOLD	EACH	# SETS _____ X	.02 = \$ _____
COLOR INK	RUN COPIES _ F/O _ F/B	# OF ORIG. _____ X	# COPIES PER ORIG. _____ X .35 F/O .65 F/B = \$ _____

PINK COPY:ORIGINATOR COPY

TOTAL = \$ 0

QUOTES CAN BE GIVEN FOR SPECIAL ORDERS