



**Valparaiso**  
University

# **ADWORKS Canon Copier**

**& HP 24" Wide-Format Printer**  
**Harre Union - Room 244**  
**(219) 464-5209 / (219) 464-5007**

Office Use Only

Date Completed _____	
Your Name _____	Time spent on job _____
_____	_____
_____	_____
_____	_____
Total time _____	

Date Ordered: \_\_\_\_\_ Date Due: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Org/Dept: \_\_\_\_\_ Account #: \_\_\_\_\_

Description of Original - i.e. event name &/or copy instructions:

- Note:** 1) Any card stock request is 25¢ per sheet in addition to copy & optional charges.  
2) 28# quality color copy paper is used for copies from the **Canon Color ImageRunner C2550**.  
3) Providing your own paper does not constitute a price reduction.

**Black & White only - Canon Color ImageRunner C2550 - No discount for large volume**

8.5 x 11 = \$ .10 per side # of copies \_\_\_\_\_ x \$ .10 = \_\_\_\_\_  
8.5 x 14 = \$ .15 per side # of copies \_\_\_\_\_ x \$ .15 = \_\_\_\_\_  
11 x 17 = \$ .20 per side # of copies \_\_\_\_\_ x \$ .20 = \_\_\_\_\_

**Color Copier - Canon Color ImageRunner C2550 - Prices for 150 or under**

8.5 x 11 = \$ .50 per side # of copies \_\_\_\_\_ x \$ .50 = \_\_\_\_\_  
8.5 x 14 = \$ .50 per side # of copies \_\_\_\_\_ x \$ .50 = \_\_\_\_\_  
11 x 17 = \$ 1.00 per side # of copies \_\_\_\_\_ x \$ 1.00 = \_\_\_\_\_

**Color Copier - Canon Color ImageRunner C2550 - Large Volume - Discount on 8.5x 11/ 8.5 x 14 only**

First 1-150 copies = .50 per side # of copies \_\_\_\_\_ x \$ .50 = \_\_\_\_\_  
Next 151-300 copies = .45 per side # of copies \_\_\_\_\_ x \$ .45 = \_\_\_\_\_  
Final 301-over copies = .40 per side # of copies \_\_\_\_\_ x \$ .40 = \_\_\_\_\_

**Options**

Cutting = \$1.50 per cut per maximum machine load = # cuts per sheet \_\_\_\_\_ x \_\_\_\_\_ sheets = \$ \_\_\_\_\_  
Folding = .02 per sheet # of sheets \_\_\_\_\_ = \$ \_\_\_\_\_  
Stapling = .02 per staple # of sheets \_\_\_\_\_ = \$ \_\_\_\_\_  
Card Stock = 25¢ extra per sheet (in additional to copy charge) # of sheets \_\_\_\_\_ = \$ \_\_\_\_\_

**Color Printer - Wide-Format - 24" HP Designjet 130nr - Submit as pdf, jpeg or tiff.**

24" x 31" plain paper = \$15.00 # of copies \_\_\_\_\_ x \$ 15.00 = \_\_\_\_\_  
Additional length (per foot, rounding up partials) # of feet \_\_\_\_\_ x \$ 5.00 = \_\_\_\_\_  
24" x 31" glossy paper = \$25.00 # of copies \_\_\_\_\_ x \$ 25.00 = \_\_\_\_\_  
Additional length (per foot, rounding up partials) # of feet \_\_\_\_\_ x \$ 8.50 = \_\_\_\_\_

Additional Charges for \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL = \_\_\_\_\_**