



High Volume - B/W copies

**Black/White Copies
on Color or White Paper**

Harre Union - Room 244

(219) 464-5209 (219) 464-5007

FAX (219) 464-5029

Office Use Only

Date Completed _____

Your Name _____ Time spent on job _____

Total Time _____

Date Ordered: _____ Date Due: _____

Ordered By: _____

Organization/Department: _____

Telephone Number: _____

Account Number: _____

Description of Copy: _____

Note: Adworks reserves the right to substitute paper and/or make changes in the layout if necessary.

NUMBER OF COPIES

- # _____ 8 1/2 x 11 Full Page
- # _____ 8 1/2 x 11 Sheets - Then cut - 1/2
- # _____ 8 1/2 x 11 Sheets - Then cut - 1/3
- # _____ 8 1/2 x 11 Sheets - Then cut - 1/4
- # _____ 11 x 17 Full Page
- # _____ 11 x 17 CARD Stock
- # _____ Other

COPY PREPARATION

- _____ Two Sided Printing
- _____ Laminating
- _____ Cutting
- _____ Staple
- _____ Folding: _____ Half _____ Thirds
- _____ Table Tents

COLORS - choose color



	8 1/2 x 11	8 1/2 x 14	11 x 17	11 x 17 Card Stock
Blue - Pastel	X	X	X	X
- Bright Blue	X		X	X
Buff	X		X	
Cherry			X	
Cream			X	
Gold	X		X	
Gray	X		X	X
Green - Pastel	X	X	X	
- Bright Green	X		X	
- Gamma Green (Christmas)	X			
- Gemini Green	X		X	X
Ivory	X		X	
Orange - Bright	X		X	
Peach				X
Pink - Pastel	X	X	X	X
- Bright Pink	X		X	
- Pulsar Pink	X			X
- Fireball Fuchsia	X			
Purple - Orchid	X	X	X	
- Planetary Purple	X			
- Venus Violet	X			
Red - Bright Red	X		X	
- Re-entry Red (Christmas)	X		X	X
Salmon	X	X	X	
Tan	X			
White	X	X	X	X
- Stardust White	X			
Yellow - Pastel	X	X	X	
- Bright Yellow	X		X	X

CAMPUS COUNTS

Student Mailboxes = 1800 _____
 Faculty Only = 500 _____
 Staff Only = 315 _____

ADWORKS COPY CHARGES

8 1/2 x 11 Paper

Standard Paper:

1 - 100	# _____ Copies	X .05/copy - one sided	\$ _____
		X .07/copy - two sided	\$ _____
Over 100	# _____ Copies	X .03/copy - one sided	\$ _____
		X .06/copy - two sided	\$ _____

Bright/Astrobright Paper:

1 - 100	# _____ Copies	X .10/copy - one sided	\$ _____
		X .12/copy - two sided	\$ _____
Over 100	# _____ Copies	X .08/copy - one sided	\$ _____
		X .10/copy - two sided	\$ _____

11 X 17 Paper

1 - 100	# _____ Copies	X .15/copy - one sided	\$ _____
		X .20/copy - two sided	\$ _____
Over 100	# _____ Copies	X .10/copy - one sided	\$ _____
		X .15/copy - two sided	\$ _____

11 X 17 Card Stock

# _____ Copies	X .25/copy - one sided	\$ _____
	X .35/copy - two sided	\$ _____

Reams of Paper - *Purchase* (Does not include the 28# color copy paper used for the Canon copier.)

8 1/2 X 11	# _____ Reams	X \$5.00 (white)	\$ _____
	# _____ Reams	X \$8.00 (colors)	\$ _____
	# _____ Reams	X \$13.00 (astrobright)	\$ _____
11 X 17	# _____ Reams	X \$15.00 (colors)	\$ _____
	# _____ Reams	X \$24.00 (astrobright)	\$ _____
	# _____ Reams	X \$22.00 (heavy weight 250 sheets)	\$ _____

Single Sheet - *Purchase*

8 1/2 X 11	# _____ Sheets	Standard: .05/sht	Astrobright: .10/sht	\$ _____
11 X 17	# _____ Sheets	Standard: .10/sht	Astrobright: .15/sht	\$ _____
		All Card Stock: .25/sht		\$ _____

Laminating

8 1/2 X 11	# _____ Pages	X .75/each	\$ _____
8 1/2 X 14	# _____ Pages	X 1.00/each	\$ _____
11 X 17	# _____ Pages	X 1.50/each	\$ _____

Cutting = \$1.50 per cut per maximum machine load / # cuts per sheet _____ x _____ sheets = \$ _____

Folding # _____ Copies X .02 per sheet \$ _____

Stapling # _____ Sets X .02 per staple \$ _____

Additional Labor if needed \$10.00 minimum \$ _____

Other _____ Amount will vary per order \$ _____

TOTAL COST \$ _____