



ADWORKS Color Copies

Harre Union - Room 244
(219) 464-5209 / (219) 464-5007

Date Completed _____

Your Name _____

Time spent on job _____

Total

Date Ordered: _____ Date Due: _____

Ordered By: _____ Phone #: _____

Org/Dept: _____ Account #: _____

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

Color Copier *Canon Color ImageRunner C2550*

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 - Large Volume *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 = _____

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

24" x 28" = \$15.00 # of copies _____ x \$ 15.00 = _____

Custom Size _____" x _____" Custom Charge = _____

Each additional foot or partial foot = \$5.00

Options

Folding = .02 per sheet # of sheets _____ = \$ _____

Stapling = .02 per staple # of sheets _____ = \$ _____

Cutting = Multiple cuts per single sheet are subject to additional charges.

First 1 - 100 = minimum \$3.00 # of sheets _____ = \$ _____

Next 101 - 250 = additional \$5.00 # of sheets _____ = \$ _____

Next 251 - 500 = additional \$9.00 # of sheets _____ = \$ _____

Each additional 100 = add \$1.00 per 100

- Multiple cuts per sheet are subject to additional charges.
- An upgrade of paper may be subject to additional charges; i.e. card stock 25¢ additional per sheet.
- 28# quality color copy paper is used for color copies.
- Providing your own paper does not constitute a price reduction.

Additional Charges for _____ = \$ _____

TOTAL = _____