

# Baltimore City Community College

## Duplication Services Request

Date Requested: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Room #: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

PCA Account to be charged: \_\_\_\_\_

No. Originals = \_\_\_\_\_

No. Copies Each = \_\_\_\_\_

Total Impressions = \_\_\_\_\_ X \$ .025 = (a) \_\_\_\_\_

Special Instructions \_\_\_\_\_ (base cost)

8 1/2" X 11" \_\_\_\_\_ 8 1/2" X 14" \_\_\_\_\_ Print One Side \_\_\_\_\_

Print Back to Back \_\_\_\_\_ Collate \_\_\_\_\_ Staple \_\_\_\_\_

Color Paper (Check One) Blue \_\_\_\_ Buff \_\_\_\_ Canary \_\_\_\_ Green \_\_\_\_ Light Cherry \_\_\_\_ Goldenrod \_\_\_\_

Cover Stock (Specify Front, Front & Back, other) .0028 per sheet (white) & .020 per sheet (color)

### Additional Charges

Color Paper @ \$ 4.75 per ream .0095 per sheet = (b) \_\_\_\_\_

Three-Hole Punched Paper .006 per sheet = (c) \_\_\_\_\_

8 1/2" X 14" @ \$ 5.00 per ream = (d) \_\_\_\_\_

Binding per Book Cost \$ 4.23 = (e) \_\_\_\_\_

11" X 17" Paper @ \$ 10.00 per ream .030 = (f) \_\_\_\_\_

Color Copying - 0.35 per color sheet = (g) \_\_\_\_\_

Total Cost (Add Lines a, b, c, d, & e) = \_\_\_\_\_

\*Is This an Exam Yes \_\_\_\_\_ No \_\_\_\_\_

Completed By \_\_\_\_\_

Date \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_