



COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

DUPLICATION REQUEST

NAME OF REQUESTOR: _____ DATE: _____

BUDGET #: _____ DATE NEEDED BY: _____

NUMBER OF ORIGINALS: _____ NUMBER OF COPIES OF EACH NEEDED: _____

PAPER COLOR: WHITE _____ COLOR: _____ COLOR COPIER (\$. 1 0 per page): _____

STAPLE: YES _____ BACK TO BACK COPIES: YES _____ COLLATE: YES _____ GROUP: YES _____

SPECIAL INSTRUCTIONS:

***PLEASE NOTE: Forward your requests to duplication **THROUGH YOUR DEPARTMENT** for coordination and approval.
Allow 1 to 3 weeks for completion of all work. The processing of requests submitted during board agenda preparation week may be delayed. Please remember that **"COPYRIGHTED" material can not be duplicated.** Revised 8/15/05

(DUPLICATION OFFICE USE ONLY)

DATE RECEIVED: _____ DATE COMPLETED: _____ **WORK COMPLETED BY:** _____

EXTRA CHARGES:	NUMBER	X	COST	=	TOTAL COST
TRANSPARENCY	_____	\$.45	\$	_____
CLEAR COVERS	_____	\$.35	\$	_____
LAMINATE - LETTER SIZE	_____	\$.60	\$	_____
LAMINATE - LEGAL SIZE	_____	\$.70	\$	_____
LAMINATE - POSTER SIZE	_____	\$	1.00	\$	_____
COMB PUNCH / COMB BINDERS	_____	\$.65 each book.	\$	_____
BANNERS / POSTERS	_____	\$	1.00 foot	\$	_____
TOTAL - EXTRA CHARGES \$					_____

CHARGES FOR PERSONAL AND NON-ROP COPY JOBS

LABOR (FOR NON-ROP COPY JOBS)	_____	\$	<u>HOURLY RATE</u>	\$	_____
COPIER MACHINE USE - B/W	_____	\$	<u>.02 each page</u>	\$	_____
COPIER MACHINE USE - COLOR	_____	\$	<u>.10 each page</u>	\$	_____
STAPLE	_____	\$	<u>.25/100</u>	\$	_____
CUTTING	_____	\$	<u>.15/100</u>	\$	_____
DRILLING (3 HOLE PUNCH)	_____	\$	<u>.15/100</u>	\$	_____
SHEETS OF PAPER (WHITE)	_____	\$	<u>.007 each</u>	\$	_____
SHEETS OF PAPER (COLORED)	_____	\$	<u>.0 12 each</u>	\$	_____
SHEETS OF PAPER (ASTROBRIGHT/CARD)	_____	\$	<u>.0 16 each</u>	\$	_____
TOTAL CHARGES \$					_____

COORDINATION AND APPROVAL

ADMINISTRATIVE/BUSINESS/CES DEPARTMENT _____ DATE _____