

CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT

District Print Shop Job Request

Requested by: _____ Site: _____

Date of Request: _____ Date Needed: _____

Number of Original Pages: _____ Number of Copy Sets: _____

Print Job:

Black & White: Color Copies:

Type of Paper:

Reg. Copy Astrobright Index – Card Stock Carbonless

Print Style:

One Sided Back to Back

Finishing:

Collated Cut: Folded Padded (Glued)
 Stapled (50 page max.) → Corner: Two on Edge:

A COPY READY ORIGINAL MUST BE SUBMITTED WITH THIS REQUEST.

Charge to:

Fund	Resource	Goal	Function	Object	Site	Local	Manager

Approved By: _____

FOR PRINT SHOP USE ONLY

Paper Cost: Type of Paper:	Paper Used	Unit Cost	Extended
Reg. Copy (20 lb)		\$.008	
Astrobright (20-24 lb)		\$.042	
Index – Card Stock (65-90 lb)		\$.039	
Carbonless		\$.207	
+			
Copier Cost: (# of copies X # of pages)		\$.	
Finishing:	Corner	Number of sets:	\$.002
	Two on Side	Number of sets:	\$.004
+			
LABOR (Hours)		\$17.35	
		TOTAL	

Date Completed: _____

White – Site; All Other Copies – District Office