

RBHS Print Shop Work Order Form

School/ Department: _____

Number of copies or sets: _____

Date Submitted: _____

Estimated Cost: _____

Due Date (NO ASAP): _____

Dept. Chair Approval: _____

Where to deliver completed job: _____

Principal Approval: _____

Please refer to the Print Shop price list for cost of job being requested

Please check all that apply

Need Copies to be in: Black & White Color

NCR (Carbonless): 2PT(\$0.08) 3PT(\$0.13) 4PT(\$0.21) 5PT(\$0.45)

Side Printing: Single sided Back to back Single sided stapled Back to back stapled

Add Lamination (.10 per print):

Finishing: Single Staple Double Staple Booklet (folded & stapled) Half fold

Tri-fold 3 hole punch Comb Binding(\$0.24 each) Foam Core 24x36 \$5

Other Items: Please specify what size poster or banner if applicable to your order

<input type="checkbox"/> Business Cards	\$5 for 300	<input type="checkbox"/> Letterhead Envelopes	500 Envelopes \$10	<input type="checkbox"/> Posters	15x15 \$3
<input type="checkbox"/> Banner	12x4 \$50 8x4 \$24	<input type="checkbox"/> 11 x 17 Cardstock	Must Provide Envelopes		24x18 \$6
	8x2 \$22 4x2 \$11				24x36 \$8
					48x36 \$16
					<input type="checkbox"/> Stickers(3" round-\$.05 each)

Special Instructions: _____

Color/Size of Paper: Please specify color if applicable to your order

- 8 1/2 x 11: Pink, Blue, Green, Yellow, White
- 8 1/2 x11 Cardstock: Pink, Blue, Green, Yellow, White
- 8 1/2 x14: Pink, Blue, Green, Yellow
- 11 x 17: WHITE ONLY
- 11 x 17 Cardstock: WHITE ONLY
- Special Color and Size:

(Note: Colors are subject to change)

STANDARD 8.5 X 11	
BLACK COPY	.04
DOUBLE SIDED B/W	.06
COLOR COPY	.15
DOUBLE SIDED COLOR	.27
CARDSTOCK 8.5 X 11	
BLACK COPY	.09
DOUBLE SIDED B/W	.10
COLOR COPY	.20
DOUBLE SIDED COLOR	.32
STANDARD 11 X 17	
BLACK COPY	.08
DOUBLE SIDED B/W	.10
COLOR COPY	.29
DOUBLE SIDED COLOR	.52
CARDSTOCK 11 X 17	
BLACK COPY	.10
DOUBLE SIDED B/W	.12
COLOR COPY	.31
DOUBLE SIDED COLOR	.54

Sending Instructions for original document:

Email as attachment to- printshop@rbhsd.org

To be completed by print shop:

Total cost: _____

SPARTAN



PRINT SHOP

STANDARD 8.5 X 11

Black Copy	.04
Double sided b/w	.05
Colored Copy	.15
Double Sided Color	.27

GARDSTOCK 8.5 X 11

Black Copy	.09
Double sided b/w	.10
Colored Copy	.20
Double Sided Color	.32

STANDARD 11X17

Black Copy	.08
Double sided b/w	.10
Colored Copy	.29
Double Sided Color	.52

GARDSTOCK 11 X 17

Black Copy	.10
Double sided b/w	.12
Colored Copy	.31
Double Sided Color	.52

ADD LAMINATION .10/copy

BUSINESS CARDS \$5 for 300

ROLAND LARGE FORMATER PRINTER

BANNERS:

12x4	\$50
8x4	\$24
8x2	\$22
4x2	\$11

POSTERS:

15x15	\$3
24x18	\$6
24x36	\$8
48x36	\$16

STICKERS

3" round .05/each

XANTE IMPRESSIA

500 Envelopes \$10

MUST PROVIDE ENVELOPES