RBHS Print Shop Work Order Form	 	
	ber of copies or sets:	
	stimated Cost: hair Approval:	
	al Approval:	
Please refer to the Print Shop price list for cos		
Please check all that apply		
Need Copies to be in: Black & White Color		
NCR (Carbonless): 2PT(\$0.08) 3PT(\$0.13) 4P	T(\$0.21) 5PT(\$0.45)	
Side Printing: Single sided Back to back Single sid	ed stapled Back to back stapled	
Add Lamination (.10 per print):	•	
Finishing: Single Staple Double Staple Booklet (fol	ded & stapled)	
☐ Tri-fold ☐ 3 hole punch ☐ Comb Binding(\$0.24 eac	ch) Foam Core 24x36 \$5	
Other Items:Please specify what size poster or banner if applica	ble to your order 15x15 \$3	
Business Cards \$5 for 300 Letterhead Envelopes Must	24x18 \$6 nyelopes \$10	
Banner $\frac{12x4}{8x4}$ $\frac{$50}{$24}$ $\frac{8x2}{4x2}$ $\frac{$22}{$11}$ $$ 11 x 17 Cardstock		
Special Instructions:		
Color/Size of Paper: Please specify color if applicable to your o	rder Standard 8-5 X II	
8 ½ x 11: Pink, Blue, Green, Yellow, White	DOUBLE SIDEO B/W .05 COLORED COPY .15 DOUBLE SIDEO COLOR .27	
	CARDSTOCK 8-5 X II BLACK COPY .09	
DOUBLE SIDED BAW 10 COLORED COPY 20		
8 ½ x14: Pink, Blue, Green, Yellow		
11 x 17: WHITE ONLY BLACK COPY DOUBLE SIDED B/W COLUBE SIDED B/W .29		
11 x 17 Cardstock: WHITE ONLY		
Special Color and Size: (Note: Colors are subject to ch	BLACK COPY .10 DOUBLE SIDED B/W .12 CONTROL COPY .21	

Sending Instructions for original document:

Email as attachment to- printshop@rbhsd.org

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PRINT SHOP

STANDA	RD 8	+5 X 11
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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

CARDSTOCK 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	§1 1

POSTERS:

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

STICKERS

3" round .05/each

XANTE IMPRESSIA

500 Envelopes \$10 MUST PROVIDE ENVELOPES