



Office Services

Room N352B

Duplicating Request Form for Black & White**Billing Information**

Name

Phone Number

Department

Address

Bill to

OTPS (code must be included)

Date Due

PAPER 20 lbs

White 8 1/2 x 11

8 1/2 x 14

11 x 17

8 1/2 x 11 3 hole punch

| # Originals | # Copies | Total Copies | Cost per Copy | Total Cost |
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Color: 8 1/2 x 11.3 - specify:

Canary, Green, Cherry,Blue,

Buff,Salmon

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CARD STOCK 90 LBS

Color: 8 1/2 x 11.3 - specify:

Canary, Green, Cherry,Blue,

Buff,Salmon

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CARD STOCK 110 LBS

Color: 8 1/2 x 11.3 - specify:

Canary, Green, Cherry,Blue,

Buff,Salmon

| # Originals | # Copies | Total Copies | Cost per Copy | Total Cost |
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TRANSPARENCY

8 1/2 X 11

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Special Instructions (Additional pricing may apply. Contact Angel Vega -ext. 4341 for additional information.)

Please retain a copy for your records

For Office use only

Completed By Date Billed to



The City University of New York

MISCELLANEOUS SERVICES

Collate

Double Sided

Staple \$.02 per unit

Single

Double

Hole Punch

Three Hole

Two Hole

Cutting - \$1.00 per cut

(max 200 sheets/cut)

Folding - \$1.50 per 100 sheets

Specify: Half of Tri fold

Folding/Stuffing

Up to 2 letters and one insert

into #10 envelope) \$.04 per unit

FASTBACK BINDING

Narrow (2-115 Sheets)

Medium (116 -235)

Wide (236 - 350 Sheets)

NOTE AND SCRATCH PADS - BLACK & WHITE COPIES ONLY (100 sheets per pad)

8 1/2 X 11

5 1/2 x 8 1/2

4 1/4 x 5 1/2

No. of Pads

| | | |
|--|--|--|
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