

**CONWAY PUBLIC SCHOOLS
COPY REQUEST FORM**

Date of Request: _____

Building: _____

Requested by: _____

Budget Code: _____

Email: _____@conwayschools.net

Principal Signature: _____

Grade Level: _____ Materials Description: _____

Number of Originals: _____

Requested Delivery Week: _____

(Delivery will be by District Truck Delivery Schedule. Give Monday's date for week of...Example: August 15)

Number of Copies: _____

Paper:

- Letter: 8.5" x 11" Legal: 8.5" x 14"
 White Paper Color: _____
 Other: _____

Copy:

- Front Only Collate
 Front & Back Staple
 2-sides to 2-sides Hole Punch
 Other: _____

Services Not Provided

Graphic Design & Layout
Specialty Papers (such as linens, odd sizes, or posters)
Carbonless Documents
Envelopes
Post Cards
Business Cards
Message Pads
Memo Pads
Cuts (such as half pages, quarter pages, etc.)
Brochure Folding
Booklet assembly, folding, and/or binding

Price per Copy		
White or pastel 8.5x11 paper: \$0.0208	White 8.5x14 paper: \$0.0216	White 11x17 paper: \$0.0408
Cardstock (various colors): \$0.0608		Price for color ink per copy: \$0.0608

**BILLING INVOICE
[To be completed by Copy Shop]**

Invoice Date: _____

Credit to 2115-2531-000-000-00-66100

Quantity	Description	Unit Price	Total
INVOICE TOTAL			