

SOUTHTOWN TEACHERS' CENTER WORK ORDER REQUEST FORM

PLEASE ALLOW UP TO 5-7 DAYS FOR COMPLETION, STC WILL ONLY CALL WHEN READY IF REQUESTED. STC IS OPEN TUES/WED/THURS

NAME _____ SCHOOL/ORGANIZATION _____ DATE SUBMITTED _____

PHONE _____ EMAIL _____ DATE NEEDED _____

BUILDING _____ PICK UP WILL SEND CHECK WILL CALL WITH CREDIT CARD NUMBER

**NEW PRICES IN EFFECT
SEPTEMBER 2024**

ONCE PAID, PLEASE SEND TO _____
(BUILDING)

COPY REQUESTS: USE SPACE ON RIGHT FOR SPECIAL INSTRUCTIONS

PLEASE CHECK THE TYPE OF COPIES YOU NEED

COPIES BLACK AND WHITE -WHITE PAPER07 EACH

COLOR COPIES (COLOR INK)30EACH

11 x 17 B&W COPIES15 EACH

11 x 17 COLOR COPY..... .50 EACH

SPECIALTY PAPER: SMALL UPCHARGE FOR SPECIAL PAPER/COLORS
PREMIUM WHITE: (INVITATIONS, PRESENTATIONS ETC.)

HEAVY 28LB PRESENTATION

CARDSTOCK REGULAR COPY COLOR _____

DOUBLE-SIDED STAPLE 3-HOLE PUNCH

CUSTOM ORDER/ SPECIAL INSTRUCTIONS: USE BACK IF NEEDED

PRICE QUOTE ON JOB REQUEST:

OTHER SERVICES:

LAMINATING..... 08¢ PER INCH

BINDING SPIRALS 30¢ PER BINDING # BINDINGS NEEDED _____

BINDING IS SELF SERVE AND FREE WITH YOUR BINDING COMBS OR PURCHASE OUR BINDING
due to limited staffing we cannot bind orders of more than 5 pieces. Laminated covers need to be pre-trimmed and tight to edge, we can't trim out pages.

POSTERS - INCLUDES DESIGN SERVICE & LAMINATION

STANDARD SIZES: USE BACK IF NEEDED FOR DETAILS

_____ 11" x 17".... \$1.50 _____ 18" x 24"..... \$5.00

_____ 24" x 24"..... \$7.00 _____ 24" x 36".... \$10.00

BANNERS/ CUSTOM SIZE.....\$3.00 PER FOOT

_____ ORDERED DIMENSIONS _____ X _____

COPIES _____ @ _____ = \$ _____ POSTERS \$ _____

LAMINATING _____ IN X .08 = \$ _____ OTHER \$ _____

TOTAL DUE _____ CASH CHECK BILLING ACCONT

SOUTHTOWN TEACHERS' CENTER

RECEIPT OF SERVICES- IF SENDING PAYMENT INCLUDE A COPY WITH PAYMENT



NAME _____ Date Paid _____

SCHOOL/ORGANIZATION _____ BILL TO: _____

ITEM	QUANTITY	TOTAL
Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/>	TOTAL	

REVISED OCT 9/2024