

The Education Centre Print Shop & Kirk Laminating Printing Request Form

Revised: Nov/10

Date of Order: _____ Date Required: _____ Account No. _____

Originator: _____ Location: _____ Contact No.: (613) _____

Description: _____ Number of Originals: _____ Number of copies of each: _____

Colour	8 1/2 x 11		8 1/2 x 14		11 x 17		12 x 18		Operations	
	paper	coverstock	paper	coverstock	paper	coverstock	paper	coverstock		
White										Print ONE side
Light Blue										Print TWO sides
Bright Blue										Collate
Canary										Punch
Goldenrod										Staple once- top left
Buff										
Green										Staple twice- left margin
Bright Green										Gold Paper Fasteners
Grey										Fold
Red										Pad
Orange										Binding - Coil
Pink										Binding - Cerlox
Salmon										Laminate

Parchment Paper Colour Choice → Sand Natural Grey Blue

Astrobright Colour Choice → paper coverstock

Planetary Purple Re-entry Red Cosmic Orange Sunburst Yellow
 Celestial Blue Gemini Green Pulsar Pink Terrestrial Teal

Other Instructions:

CD w/paper sleeve \$2.75	CD w/hard cover \$3.25	DVD w/paper sleeve \$3.25	DVD w/hard cover \$3.75
Survival Word Book (picture) \$1.75	Primary Picture Dictionary \$1.50	Alphabet, upper & lower case - set with extra vowels \$2.00	Alphabet, upper/lower laminated - set \$3.00
Junior Word Book \$1.30	Junior Picture Dictionary \$1.50	Ellison Letters: 2" & 4" \$0.05 ea.	Shapes, laminated \$0.10 ea.
Primary Word Book \$1.30	Making Big Words Set \$1.25	Buttons - price based on quantity	ID Tags \$0.80 ea.

For Office Use Only Learning Foundation Print Shop

	originals	8.5x11 paper	8.5x14 paper	11x17 paper	12x18 paper	Calculation Space	Sub-Total
SS-black/white		\$.05 ea	\$.05 ea	\$.10 ea	\$.10 ea		
DS-black/white		\$.07 ea	\$.07 ea	\$.12 ea	\$.12 ea		
SS-colour		\$.35 ea	\$.35 ea	\$.70 ea	\$.70 ea		
DS-colour		\$.70 ea	\$.70 ea	\$1.40 ea	\$1.40 ea		
Laminating		\$.70/foot					
Coverstock		\$.05 ea	\$.05 ea	\$.10 ea	\$.10 ea		
Folding (.01 cents per sheet)							
Grand Total							\$

** prices include taxes and are subject to change.