

ITC Services/ Supplies Request Form

Name: _____ Phone Number: (____) _____
 Email: _____ Date left: ____/____/____ Date needed: ____/____/____
 Special Directions: _____

<p>LAMINATION (\$1.00 per foot) Length in feet:</p>	<p>SCHOOL SUPPLIES Cost for items purchased:</p>						
<p>BLACK AND WHITE COPIES (\$.10 per page) COLOR COPIES (\$.35 per page) Number of copies:</p>	<p>BINDING (\$3.00 per book) Number of copies: Front Cover Material (circle) White Cardstock Black Cardstock Clear Plastic</p>						
<p>3D PRINTING (\$.10 per gram/ minimum \$1.00) Number of grams: Color of plastic: Dimension Limitations ≈ 5" x 5" x 5"</p>	<p>Back Cover Material (circle) White Cardstock Black Cardstock Clear Plastic</p>						
<p>DATA TRANSFER TO A CD or DVD (\$3.00 per data source plus \$1.00 per additional DVD or CD w/ sleeve) Number of Data Sources: Number of Copies:</p>	<p>Spine Color (circle) Black White</p>						
<p>FAX (\$1.00 per fax)</p>	<p>Binding Spine Size (circle)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1/4" - 0-25 pages</td> <td style="width: 50%;">5/8" - 91-120 pages</td> </tr> <tr> <td>3/8" - 25-55 pages</td> <td>1" - 120-200 pages</td> </tr> <tr> <td>1/2" - 55-90 pages</td> <td></td> </tr> </table>	1/4" - 0-25 pages	5/8" - 91-120 pages	3/8" - 25-55 pages	1" - 120-200 pages	1/2" - 55-90 pages	
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Customer contacted for pick up. Date: ____/____/____ **by:** _____ **ITC Initials at Pick up:** _____

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