

ITC Services/ Supplies Request Form

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

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

Customer contacted for pick up. Date: ____/____/____ **by:** _____ **ITC Initials at Pick up:** _____