



src activism  
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# Photocopying Request Form

Date: \_\_\_\_\_ Collective: \_\_\_\_\_

Officer name (print): \_\_\_\_\_ Officer signature: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Photocopying job to be completed by \_\_\_ / \_\_\_ / \_\_\_ (48 hours notice is required)

Has an A4 single-sided copy of the document been submitted?  YES  NO

(A4 single-sided copies of all documents must be provided to front office staff)

Has the SRC logo been added to the document?  YES  NO

(SRC logo must be added to all documents)

### Specifications:

Copies per page? (circle below)

1	2	4	4	6	6	Booklet (see Front Office Staff before completing the rest of the form)
	2	4	4	6	6	
	2	4	4	6	6	

Size of page?  A3 or  A4

Total number of A3 or A4 pages required? \_\_\_\_\_

PAPER:  WHITE or  COLOUR: \_\_\_\_\_

INK:  BLACK or  FULL COLOUR

PRINT:  DOUBLE sided or  SINGLE sided

### Finishing:

Folding:  YES  NO Stapling:  YES  NO Guillotining:  YES  NO

Further instructions / notes:

President's signature: \_\_\_\_\_

(Jobs will not be processed without the President's signature)

<p><b>OFFICE USE ONLY</b></p> <p>Job completed by: _____ on ___ / ___ / ___</p> <p>Entered in computer log by _____ on ___ / ___ / ___</p> <p>Job cost \$ _____</p>
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Each collective is granted a photocopying budget commencing in December of each year. Please contact front office staff for your collective's current balance or for assistance in calculating print job costs.

		White Paper				Coloured Paper	
		A3	A4	Large booklet (A4)	Small booklet (A5)	A3	A4
BLACK INK	Single Sided	0.15	0.12	-	-	0.25	0.15
	Double Sided	0.16	0.13	0.66/booklet (+0.17/page)	0.58/booklet (+0.14/page)	0.27	0.16
COLOURED INK	Single Sided	0.25	0.23	-	-	0.50	0.38
	Double Sided	0.37	0.35	0.83/booklet (+0.49/page)	0.80/booklet (+0.41/page)	0.62	0.51

All prices in dollars in table

### Example 1.

200 A4 printed pages on white paper. Double sided printing using black ink.

Price: 200 pages x \$0.13 = \$26.00

### Example 2.

45 small booklets. 5 double-sided pages\* per booklet. Printed in black ink.

Price: \$0.58 + (\$0.14 x 5) = \$1.28 per booklet

45 copies x \$1.28 = \$57.60

\*A booklet page = 1 x double-sided A4 sheet for small booklets and

1 x double sided sheet for large booklets