



# CFA ITO Copy Form

**Your Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

BU ID Number: U \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Affiliation: Student Faculty Staff Alumni High School

**Photo ID is needed for students**

Number of originals: \_\_\_\_\_

Staple:  (\$0.01 per page)

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Copy Quality: B & W / Color

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- Departmental Charge Account: \_\_\_\_\_
- Copy Code: \_\_\_\_\_/\_\_\_\_\_



## Copy & Scanning Job Request Price Chart

	Customer Completed						CFA ITO Completed					
	Single-sided			Double-sided			Single-sided			Double-sided		
		B&W	Color		B&W	Color		B&W	Color		B&W	Color
<b>3390</b>	8.5" x 11"	\$0.10		8.5" x 11"	\$0.12		8.5" x 11"	\$0.15		8.5" x 11"	\$0.20	
<b>5870 Non-departmental</b>	8.5" x 11"	\$0.10	\$0.35	8.5" x 11"	\$0.12	\$0.70	8.5" x 11"	\$0.15	\$0.40	8.5" x 11"	\$0.20	\$0.80
	11" x 17" or 8.5" x 14"	\$0.15	\$0.60	11" x 17" or 8.5" x 14"	\$0.22	\$1.20	11" x 17" or 8.5" x 14"	\$0.20	\$0.65	11" x 17" or 8.5" x 14"	\$0.30	\$1.30
<b>5870 Departmental</b>	8.5" x 11"	\$0.05	\$0.30	8.5" x 11"	\$0.10	\$0.60	8.5" x 11"	\$0.10	\$0.35	8.5" x 11"	\$0.20	\$0.70
	11" x 17" or 8.5" x 14"	\$0.05	\$0.30	11" x 17" or 8.5" x 14"	\$0.10	\$0.60	11" x 17" or 8.5" x 14"	\$0.10	\$0.35	11" x 17" or 8.5" x 14"	\$0.20	\$0.70
<b>Scans</b>	Free						\$0.10					

**Note:** All prices are on a per page basis  
 Stapling: \$0.02 per staple for 5870 Departmental copies *only*  
 Three-Hole Punch: \$0.02 per three-hole punch for 5870 Departmental copies *only*  
 See Wiki article: [Copy & Scanning Job Request Policies](#) for more information