



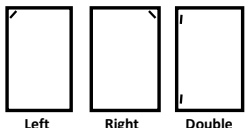
# TLC Global Impression

## Document Reproduction Request

### Contact Information

Requester Name:  Dept/Schl/Centre:   
 Date Required:  Account N°:   
 Telephone:  Email:

### Job Details

Document Name:   
 Original # Pages:  # of Copies:  Double Sided:  No  Output:  B&W   
 Paper Size:  8½" x 11"  Paper Colour:  White  Paper Type:  Plain   
 Covers:  None  Cover Colour:  White   
 Collate:  Yes  3 Hole Punch:  No  Binding:  None   
 Stapling:  None   
  
 Left Right Double

### Contact us for any special requests

Special Instructions:

### For Office Use

Additional Charges:  Comments:

Estimated Total \$  -

\* cost shown may vary, for budget purposes only

### Costs

B&W Print on Plain Paper				Colour Print on Plain Paper		
Paper Size	Single Sided	Double Sided		Paper Size	Single Sided	Double Sided
8½" x 11"	\$0.020	\$0.040		8½" x 11"	\$0.040	\$0.300
8½" x 14"	\$0.015	\$0.021		8½" x 14"	\$0.040	\$0.400
11" x 17"	\$0.030	\$0.050	11" x 17"	\$0.080	\$0.500	
B&W Print on Cardstock				Colour Print on Cardstock		
Paper Size	Single Sided	Double Sided		Paper Size	Single Sided	Double Sided
8½" x 11"	\$0.080	\$0.100		8½" x 11"	\$0.200	\$0.400
8½" x 14"	\$0.080	\$0.086		8½" x 14"	\$0.200	\$0.400
11" x 17"	\$0.095	\$0.115	11" x 17"	\$0.200	\$0.600	
Special Items						
Covers 8½" x 11"				\$0.120		
Covers 8½" x 14"				\$0.130		
Stapling				\$0.200		
Spiral Binding (Wire)				\$0.800		
Plastic Binding (Sherlock)				\$0.800		

\*\*The present order form includes the contracted Digital Print products. Orders of items that are not listed below or that use other methods (e.g., offset printing) and that exceed \$5000.00 must respect the EMSB Policy DG-15 (Tendering Process) and DG-16 (Purchasing). This may therefore require a separate competitive bidding process or call for tenders by invitation.\*\*