



www.aikencountysc.gov

Aiken County
IT Print and Postal Services Division
 1930 University Parkway, Suite 1300
 Aiken, SC 29801
 (803) 642-1630

PRINT SHOP REQUEST

Requesting DEPARTMENT: _____ Date: _____

ACCOUNT NUMBER for Print Shop Services: _____ - _____ - _____ - _____ - _____

SIGNATURE Authorizing Expenditure of Funds: _____

Form Description: _____ Form #: _____

COPIES to be Printed: _____ (Do NOT specify in terms of reams or cases)

SPECIAL PAPER? Size? _____ Color? _____ Weight? _____

Envelopes: #9 Window Non-Window

#10 Window Non-Window

Copy of form is on file from previous order Form has been changed/updated

has been e-mailed to Print Shop

is attached (**DO NOT STAPLE**)

Special Instructions:

*Each department must submit Print Shop Requests in ample time for items to be printed. Please allow **AT LEAST TWO WEEKS** for normal printing orders. * Prices are subject to change.*

SERVICES	Cost per copy/piece, including forms:			FOR PRINT SHOP USE ONLY		
	Black	Single Color	Full Color	Specialty Paper	QUANTITY	CHARGE
Duplication	\$0.01	-	-			\$
Regular Envelopes	\$0.02	\$0.02	-			\$
Window Envelopes	\$0.03	\$0.03	-			\$
Business Cards	\$0.01	\$0.01	\$0.01			\$
NCR (2 part)	\$0.03	-	-			\$
NCR (3 part)	\$0.05	-	-			\$
NCR (4 part)	\$0.08	-	-			\$
NCR (5 part)	\$0.11	-	-			\$
XEROX Color Printing/ Copying	-	\$0.10	\$0.10			\$
Photo Printing	\$0.10	-	\$0.10			\$
Lamination	\$0.50	-	-			\$
Total:						\$