Montgomery County-Norristown Public Library

Audio-Visual Dept. – Graphic Arts Order &Invoice Form

(Please make checks payable to: Montgomery County-Norristown Public Library)

Date order submitted: _____/_____/_____

Library Name_____

Ordered by/contact person_____   Telephone # :(   )_____-_____

Risograph printing job:

Paper size:	# of copies	Cost per copy:	Cost
[ ] 8 ½ x 11	_____	0.03	$_____
[ ] 8 ½ x 14	_____	0.04	$_____
[ ]cover stock (8 ½ x 11 only)	_____	0.07	$_____
[ ] 3-up cards	_____	0.08	$_____

Paper Color (circle one):

8 ½ x 11:   White   Yellow   Goldenrod   Pink   Blue   Green   Lilac   Grey   Ivory

8 ½ x 14:   White   Yellow   Pink   Blue   Green

Cover stock: White   Yellow   Pink   Blue   Green

3-up cards: White

Ink Color (circle one):   Black   Burgundy

Stencils: # of sides printed _____ x 0.25 = $_____

Total cost of Risograph: $_____

Ellison die-cutting job:

Requested dies_____

Cost per die

	2" Block	4" Block	XL Block
Paper	0.02	0.05	0.10
Cardboard	0.05	0.10	0.25
Static Cling Vinyl	0.05	0.10	0.25
Magnet	0.05	0.10	0.30
Pop-up Sponge	0.05	0.10	0.30

Total cost of die cuts: $_____

Laminating job:

Dimensions: _____x_____= sq. inches   sq. inches x unit cost = total cost

#copies: _____x total cost = _____   _____   x 0.01   = $_____

**********************_For MC-NPL use_********************

Date job completed_____ Date sent_____ Via_____

Total amount due: $_____ Date paid: _____ Check #_____