**Missouri State University-West Plains**

**Print Job Form**

Please fill out the following information for your print job exactly as you want it ordered and return to Graphic Designer Mat Crouse in the office of university communications.

Print Job Name:

Your Name: Email Address:

Quantity: Ink (B&W or Color):

Paper Size: Paper Type/Weight:

Budget Number:

**Toshiba Copier Pricing**

8 ½”x11” B&W .10¢\*

8 ½”x11” Color .35¢\*

8 ½”x14” B&W .35¢\*

8 ½”x14” Color .75¢\*

11”x17” B&W .35¢\*

11”x17” Color .75¢\*

*\*Cost should be figured based on price per each print and per each side printed.*

**Toshiba Copier Paper Types**

8 ½”x11” 20lb Mate

8 ½”x11” 80lb Bond

8 ½”x14” 20lb Mate

11”x17” 20lb Mate

11”x17” 60lb Futura Gloss

**Epson Large Format Printer Pricing**\*\*

Large Poster (24”x36”) Color $15.00 (each)

Foam Board Poster (24”x36”) Color $35.00 (each)

Foam Display Board (40”x30”) Color $45.00 (each)

Standard Outdoor Banner (36”x80”) Color $55.00 (each)

Large Outdoor Banner (36”x80”) Color $85.00 (each)

*\*\*All paper types are predetermined for large format printing jobs.*

Authorized Signature Department Date