

# Studio 51 Work Order

\*Email: [Studio.51@us.af.mil](mailto:Studio.51@us.af.mil)

\*Location: Bldg 937, 1st Floor, 784-5609

\*Operation Hours: Monday - Friday, 0730 - 1630

Requested By:		Instructions:
Phone:		
Email:		
Date Requested		
Date Required		
Attachments Submitted		

Prices are for REPRODUCING customer supplied layouts and designs.

\*Any graphic design, set-up, assembly, editing or lay-out will be charged a \$20 per hour rate (minimum of \$5).

Need it quick? If our **usual 7-10 working day turn around** from processing isn't fast enough ask about our RUSH options.

BUSINESS CARDS	Regular Paper	500 cards	Mid-Level Paper	300 cards	High-Level Paper	200 cards	
	1 Set	\$45.00		\$40.00		\$35.00	
INVITATIONS	Packs of 25	QTY	Price per pack	QTY	Price per pack		
	Black & White		\$15.00		\$20.00		
	Color		\$25.00		\$35.00		
PROGRAMS, BROCHURES & FLYERS	Full-Size (8 1/2 X 11)	QTY	Price per copy	QTY	Price per copy		
B&W	Plain Paper		\$0.08		\$0.15		
	Colored Paper		\$0.15		\$0.20		
	SPECIAL PAPER (CARD STOCK)		\$0.30				
COLOR	Plain Paper		\$0.40		\$0.75		
	Colored Paper		\$0.50		\$1.00		
	SPECIAL PAPER (CARD STOCK)		\$0.60				
OTHERS	Lamination		\$1.00				
	Foam Board Mounting		\$3.00				
BINDING	WITH SPIRAL/COVER	QTY	EACH				
			\$3.50				
POSTERS	Tabloid Size (11 X 17)	QTY	Price per copy	QTY	Price per copy		
	Plain Printing		\$2.00		\$8.00		
	Foam Board Mounting & Printing		\$5.00		\$10.00		
	Lamination		\$2.00		\$10.00		
BANNERS	Road Banner (23'x3')	QTY	Each	QTY	Each		
	15'x3' Banner <input type="checkbox"/> vertical <input type="checkbox"/> horizontal		\$40.00		\$60.00		
	10'x3' Banner <input type="checkbox"/> vertical <input type="checkbox"/> horizontal		\$30.00				
	5'x3' Banner <input type="checkbox"/> vertical <input type="checkbox"/> horizontal		\$25.00				
			\$20.00				
MARQUEE	Per Day						
			\$20.00				
EQUIPMENT	Per Day	Per Week					
	QTY	Each	QTY	Each			
	Banner Stand		\$5.00		\$30.00		
	Easel		\$3.00		\$15.00		
COSTUMES	Per Day	Friday-Monday					
	QTY	Each	QTY	Each			
	Elf, Santa		\$12.00		\$25.00		
*LABOR	0 - 15 minutes (1/4hr)						
	16 - 30 minutes (1/2hr)		\$5.00				
	31 - 45 minutes (3/4hr)		\$10.00				
	46 - 60 minutes (1hr)		\$15.00				
	RUSH FEE -Option1		\$20.00				
	RUSH FEE-Option2		\$10.00				
			\$50.00				
					Total Labor/Rush		

FOR MARKETING USE ONLY	COMPLETED DATE:	ASSIGNED TO:	JOB #:	GRAND TOTAL:
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