

# Canyons School District Copy Center

## Pricing Information

This page will assist you in pre-pricing printing jobs from the Copy Center. The Excel workbook on the Copy Center website (“Pricing Form”) is to be used as a resource when figuring the cost of your job. We have created multiple worksheets (colored tabs on the bottom left) within the Excel workbook. Look over the sheets and become familiar with what is offered.

*These forms are for your convenience only and don't need to be submitted with your order.*

At first, this system might seem a little intimidating but once you understand how the formulas work, we hope you will appreciate the ease of using the forms. Here is a brief introduction on how to input your information:

1. **Machine – Paper** tab (bottom left corner):
  - a. Number of Units – Enter the number of units to be printed. If you want booklets made, enter the total number of booklets needed. If you want single copies made, enter “1” in the Number of Units box.
  - b. Copy Machines – Enter number of copies per unit. For example, if each booklet has 10 sheets of paper, enter “10” in the box for the machine to be used. Be sure to select the appropriate box for single or double-sided copies (please note that an 11” x 17” copy is considered to be double-sided).
  - c. Paper – Select paper type. Again, enter quantity of sheets in each unit. For single copies, enter the number of copies wanted in both the Copy Machine and Paper sections. You can choose all the same paper or mix it up with Card, Vellum, Bond, 11 x 17, or plain copy paper.
2. **Binding – Misc.** tab (bottom left corner): All of the Copy Center’s binding capabilities are listed.
  - a. Please list the “Quantity Per Unit” as “1”. The total from this worksheet is automatically calculated for the number of units and entered into the Machine – Paper worksheet.
  - b. Lamination – Enter by linear foot. If you are able to fit your sheets side by side on the machine and they measure 11” inches in length, enter “1” in the yellow field. (The formula will multiply by 12 so remember to enter 1, 2, or 3 in your request. **YOU DON’T NEED TO CONVERT TO INCHES**)
3. You are now finished! Return to the Machine – Paper tab and your estimated total cost will be at the bottom of the sheet.

**This program is a way for you to estimate your copy request. Prices may differ slightly from the Copy Center - if they do you will be contacted with the difference.**

**If you have any questions please feel free to contact the center @ 801-826-5516.**