

# PHOTOCOPYING SERVICES

Eligible Club or Organisation to complete:

Club / Organisation Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

State purpose for photocopying:

\_\_\_\_\_

Date/Time copies required: \_\_\_\_\_ (Minimum of 2 days' notice required)

| Type                         | Photocopying Pricing & Limits/month | Paper Supplied |          | Copy Rate  | Quantity required | Price \$  |
|------------------------------|-------------------------------------|----------------|----------|------------|-------------------|-----------|
|                              |                                     | City           | Club/Org |            |                   |           |
| A4 – B&W                     | Up to 100 sheets (*)                |                |          | Free       |                   |           |
|                              | Up to 1000 sheets                   |                |          | Free       |                   |           |
|                              | 1001-3000 sheets                    |                |          | 2c / Copy  |                   |           |
| A3 – B&W                     | Up to 10 sheets (*)                 |                |          | Free       |                   |           |
|                              | 11 + sheets                         |                |          | 20c / Copy |                   |           |
| A4 Card                      | 25 or less                          |                |          | Free       |                   |           |
|                              | more than 25                        |                |          | 3c / Copy  |                   |           |
| <b>Amount to be charged:</b> |                                     |                |          |            |                   | <b>\$</b> |

**Note conditions:**

- Fees apply for additional photocopying;
- Double-sided copying is equivalent to 2 copies;
- Club/Organisation to provide coloured paper if required;
- Stapling, collating etc. shall be carried out by the Club/Organisation;
- No colour photocopying provided by this service - colour copying is subject to the City's advertised Fees and Charges;
- Printed material should include statement: *"Printed with support from the City of Karratha"*;
- Every effort will be made to assist to facilitate request, however, no guarantee that photocopying will be completed by the date requested; and
- Limited copies (\*) if utilising the free service for photocopying via the libraries in Dampier, Roebourne and Wickham. If copying is to exceed numbers under Council Policy then this work must be carried out at the City Administration Office located in Welcome Road, Karratha.

Signature of Club / Organisation representative: \_\_\_\_\_

**Office Use:**

Date Received: \_\_\_\_\_ Officer: \_\_\_\_\_

Work Completed on: \_\_\_\_\_ Date Club/Org notified: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Synergy Ref: \_\_\_\_\_