

# Crescent Copy Order

To reduce copying costs, the Crescent POA has installed a Xerox paper copier in the guardhouse that the guards use to produce Golf passes, Guest passes, Crescent Maps and numerous forms. In addition, the guards will provide copy services to Crescent residents for \$.05/copy as per the following guidelines;

- Guards will provide residents with this Crescent Copy Order form.
- Resident will enter Name, Street Address, Phone, Number of Sheets in Document, and Number of Copies.
- Guard will enter date received, calculate **C.** the total sheets (**A x B**), calculate cost (**\$.05 x C**) and guard's name.
- Each order will be billed a minimum of \$5.00.
- The copier has a sheet feeder and makes individual copies or collated copies. No stapling is available.
- Copies will be completed by 5 PM the following day and the resident must pick them up.
- The order must be prepaid with a check made out to "The Crescent".
- All copies will be made on 20 lb. bright white paper stock provided by the guard. No specialty papers.

## Copy Order Information

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Filled in by Resident

Resident Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**A.** Number of Sheets in Document: \_\_\_\_\_

**B.** Number of Document Copies: \_\_\_\_\_

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Filled in by Guard

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (To be completed by 5:00 PM next Day)

**C.** Total Sheets (**A x B**): \_\_\_\_\_

Total Cost @ \$.05/Sheet (**\$.05 x C**): \_\_\_\_\_ (Minimum of \$5.00. Must be Pre-Paid)

Guard: \_\_\_\_\_