CONDENSED FY13 REVIEW

FY13 Duplicating Services Volumes

Service Item	Quantity	Unit Description
Duplicating / Printing /Copying		
BW SS 8.5x11	90963	Sheet
BW SS 11x17	1528	Sheet
BW DS 8.5x11	276264	Sheet
BW DS 11x17	1218	Sheet
BWC SS 8.5x11	9238	Sheet
BWC SS 11x17	215	Sheet
BWC DS 8.5x11	36278	Sheet
BWC DS 8.5x14	154	Sheet
Color SS 8.5x11	62769	Sheet
Color SS 8.5x14	56	Sheet
Color SS 11x17	5737	Sheet
Color DS 8.5x11	445647	Sheet
Color DS 8.5x14	1045	Sheet
Color DS 11x17	5154	Sheet
Tabs	39414	Each Tab
Tab setup (artwork provided)	751	Each Job
Tab setup (artwork not provided)	1057	Each Job
Book BW (bound)	102	Sheet
Book color (bound)	60	Sheet
Wide Format		
Engineering BW Printing	26412	Square Ft
Engineering color Printing	16956	Square Ft
Folding (engineering)	15967	Each Fold
Engineering BW scanning	4959	Square Ft
Engineering color scanning	289	Square Ft
Mounting / Foam Board	1394	Square Ft
Eng. Polyproplene Stock	39	Square Ft
Eng. SemiGloss Stock	9534	Square Ft
Eng. Vinyl	1575	Square Ft
Eng. 36# Paper Surcharge	233	Square Ft
Bindery		
Kraft band	15	Each
Edge binding (large format)	24	Each
Acco bind	294	Each
Comb bind	4185	Each
Coil bind	3488	Each
Tape Bind (Fastback)	391	Each
Saddle Stitch (stitch only)	382	Each

Summary **Duplicating / Printing /Copying**

	Sheets	Impressions
B & W	369,973	651,419
Color	566,293	1,070,831

Impression Worksheet

BW SS 8.5x11	90963	x1	90963
BW SS 11x17	1528	x2	3056
BW DS 8.5x11	276264	x2	552528
BW DS 11x17	1218	x4	4872
BWC SS 8.5x11	9238	x1	9238
BWC SS 11x17	215	x2	430
BWC DS 8.5x11	36278	x2	72556
BWC DS 8.5x14	154	x2	308
Color SS 8.5x11	62769	x1	62769
Color SS 8.5x14	56	x1	56
Color SS 11x17	5737	x2	11474
Color DS 8.5x11	445647	x2	891294
Color DS 8.5x14	1045	x2	2090
Color DS 11x17	5154	x4	20616

Clarification Notes:

"Sheets" are identified as sheets of paper as a unit value, (Qty 1). One Color 8.5 x 11 Dual Sided copy represents 1 sheet of paper (Qty 1) or 2 One Dual Sided 11x17 represents 1 sheet unit (Qty 1) or 4 impressions.

Wide format values are indicated in square feet, both printing and scanning. Quantity 1 = 1 Sq Ft. One 2'x3' poster would be 6 sq feet (Qty 6).

Source document scanning is measured in pages (Qty 1). One 5 page double sided document would represent 10 pages scanned (Qty 10).

Impressions are indicated as a separate measurement tool only and are not included under actual production "Quantity". Duplicating quantity is measured in sheets of paper.

Booklet Making	533	Each
Folding up to 11x17	43125	Each Fold
Folding (1\2 fold)	6726	Each Fold
Cutting setup charge	2109	Each Job
Cutting/trimming	71155	Each Cut
Cutting/trimming (manual)	1388	Each Cut
Padding (includes backboard)	30	Each
Perforating/Scoring setup charge	4	Each Job
Perforating	1075	Each
Scoring	21	Each

Paper Stock, Labels & Binders

Acetate	5295	Each
Vinyl Back	2420	Each
20# bond 8.5x11	4166	Each
20# bond 8.5x14	130	Each
90/110# white Index 8.5x11	16937	Each
90/110# white Index 11x17	1165	Each
90/110# color Index 8.5x11	2165	Each
90/110# color Index 11x17	358	Each
65/67# white coverstock 8.5x11	443	Each
65/67# color coverstock 8.5x11	942	Each
28# white bond 8.5x11	1284	Each
80# Silk Text 12x18	2435	Each
80# Silk Cover 12x18	427	Each
80# GlossText 12x18	412	Each
80# Gloss Cover 12x18	33	Each
Gloss /Silk Text 8.5x11	6531	Each
Gloss Cover 8.5x11	430	Each
Acco cover white	4	Each
Acco cover color	582	Each
Baronial Ivory 24# 8.5x11	2	Each
Eng. Cleanroom Paper	108	Each
Tango Advantage 12pt (12x18)	1335	Each
Skytone Text-White Parchment	2	Each
NCR 2 part	300	Each
NCR 3 part	2980	Each
110# Silk Cover 11x17	217	Each
Aceate 11x17	7	Each
Vinyl 11x17	7	Each
Binders O-ring 1/2"	107	Each
Binders O-ring 1"	188	Each
Binders O-ring 1.5"	121	Each
Binders O-ring 2"	108	Each
Binders 2.5"	5	Each
Binders 3"	34	Each
2" Black Binders Special Order	44	Each
2.5" Black Binders Special Order	48	Each
2" White Binder D-ring	1	Each
2.5" White Binder D-ring	3	Each
3" White Binder D-ring	5	Each

Inserting document into binder	83945	Each
Inserting cover/spine into binder	516	Each
Inserting into Sleeve/Pocket	264	Each
Envelope White 6.5 x 9.5	6726	Each
Envelopes White 10 x 13	7375	Each
Envelopes JPL 9003	30677	Each
Envelope White 9 x 12	11732	Each
Inserting into envelope	97452	Each
Inkjet Label	142436	Each
Avery Label	74697	Each
Avery (label only)	3406	Each
Full Sheet Label Fluorescent removable	750	Each
Set Label	14220	Each
Inserting sheets or tabs	16604	Each

Labor

Overtime	34.5	Hourly
Timework	18.65	Hourly
Premium Overtime (Sunday & Holidays)	26	Hourly
Courier Service (over 7 miles)	5.4	Per Mile

Scanning & Document Conversion

Doc Prep-electronic	402.38	Hourly
Doc Prep-non-electronic	171.26	Hourly
Scanning BW 8.5x11(autofeed)	227007	Page
Scanning color 8.5x11(autofeed)	14882	Page
Scanning BW 8.5x11(manual)	4477	Page
Scanning color 8.5x11(manual)	1369	Page
11x17 Color Manual/Auto	157	Page
11x17 B&W Manual/Auto	530	Page
File Naming/Indexing	50743	Keystroke
OCR processing adobe PDF	77947	Page
PDF bookmarking	3.64	Hourly
Merging files	14.91	Hourly
Quality Check	27.33	Hourly
Doc reassembly	0.73	Hourly
OneNote conversion	36.21	Hourly

CD/DVD

CD/DVD Mastering	17.76	Hourly
CD Duplicating (1-25)	372	Each
CD Duplicating (26-100)	241	Each
CD Duplicating (101+)	1	Each
DVD Duplicating (1-25)	49	Each
CD/DVD label art preparation	7.87	Hourly
Disc label BW printing (1-25)	51	Each
Disc label color printing (1-25)	211	Each
Disc label color printing (26-49)	65	Each
Disc label color printing (50+)	176	Each

Laminating

Laminating 2.5 x 4.25 (10 mil)	1621	Each
Laminating 2.8 x4.25 - 3x4 (10 mil)	747	Each
Laminating 3x4 - 5x7 (10 mil)	399	Each
Laminating 8.5x11 (10 mil)	485	Each
Laminating 11x17 (10 mil)	1	Each
Cutting corners	488	Each
Slot punch Badge	944	Each

Misc

Grommets	155	Each
Badge Clips	165	Each
Velcro Dots	1360	Each
DAX Frames 24"x36"	24	Each

FY13 Duplicating Services Volumes

Service Item	Quantity	Unit Description
Duplicating / Printing /Copying		
BW SS 8.5x11 up to 5,000	73312	Sheet
BW SS 8.5x11 5,001 - 20,000	17651	Sheet
BW SS 11x17 up to 5,000	1528	Sheet
BW DS 8.5x11 up to 5,000	225357	Sheet
BW DS 8.5x11 5,001 - 20,000	50907	Sheet
BW DS 11x17 up to 5,000	1218	Sheet
BWC SS 8.5x11 up to 5,000	9119	Sheet
BWC SS 8.5x11 5,001 - 20,000	119	Sheet
BWC SS 11x17 up to 5,000	215	Sheet
BWC DS 8.5x11 up to 5,000	32797	Sheet
BWC DS 8.5x11 5,001 - 20,000	3481	Sheet
BWC DS 8.5x14 up to 5,000	154	Sheet
Color SS 8.5x11 up to 5,000	61442	Sheet
Color SS 8.5x11 5,001 - 20,000	1327	Sheet
Color SS 8.5x14 up to 5,000	56	Sheet
Color SS 11x17 up to 5,000	5697	Sheet
Color SS 11x17 5,001 - 20,000	40	Sheet
Color DS 8.5x11 up to 5,000	322206	Sheet
Color DS 8.5x11 5,001 - 20,000	96841	Sheet
Color DS 8.5x11 20,001 and up	26600	Sheet
Color DS 8.5x14 up to 5,000	1045	Sheet
Color DS 11x17 up to 5,000	5154	Sheet
Tabs BW (5th or 3rd bank)	17221	Each Tab
Tabs BW (8 bank)	22157	Each Tab
Tabs Color	36	Each Tab
Tab setup (artwork provided)	751	Each Job
Tab setup (artwork not provided)	1057	Each Job
Book BW (bound)	102	Sheet
Book color (bound)	60	Sheet
Wide Format		
Engineering BW Printing	26412	Square Ft
Engineering color Printing	16956	Square Ft
Folding (engineering)	15967	Each Fold
Engineering BW scanning	4959	Square Ft
Engineering color scanning	289	Square Ft
Mounting / Foam Board	1394	Square Ft
Eng. Polyproplene Stock	39	Square Ft
Eng. SemiGloss Stock	9534	Square Ft
Eng. Vinyl	1575	Square Ft

Eng. 36# Paper Surcharge	233	Square Ft

Bindery

Kraft band	15	Each
Edge binding (large format)	24	Each
Acco bind	294	Each
Comb bind	4185	Each
Coil bind	3488	Each
Tape Bind (Fastback)	391	Each
Saddle Stitch (stitch only)	382	Each
Booklet Making	533	Each
Folding up to 11x17	43125	Each Fold
Folding (1\2 fold)	6726	Each
Cutting setup charge	2109	Each Job
Cutting/trimming	71155	Each Cut
Cutting/trimming (manual)	1388	Each Cut
Padding (includes backboard)	30	Each
Perforating/Scoring setup charge	4	Each Job
Perforating	1075	Each
Scoring	21	Each

Paper Stock, Labels & Binders

Acetate	5295	Each
Vinyl Back	2420	Each
20# bond 8.5x11	4166	Each
20# bond 8.5x14	130	Each
90/110# white Index 8.5x11	16937	Each
90/110# white Index 11x17	1165	Each
90/110# color Index 8.5x11	2165	Each
90/110# color Index 11x17	358	Each
65/67# white coverstock 8.5x11	443	Each
65/67# color coverstock 8.5x11	942	Each
28# white bond 8.5x11	1284	Each
80# Silk Text 12x18	2435	Each
80# Silk Cover 12x18	427	Each
80# GlossText 12x18	412	Each
80# Gloss Cover 12x18	33	Each
Gloss /Silk Text 8.5x11	6531	Each
Gloss Cover 8.5x11	430	Each
Acco cover white	4	Each
Acco cover color	582	Each
Baronial Ivory 24# 8.5x11	2	Each
Eng. Cleanroom Paper	108	Each
Tango Advantage 12pt (12x18)	1335	Each
Skytone Text-White Parchment	2	Each
NCR 2 part	300	Each
NCR 3 part	2980	Each

110# Silk Cover 11x17	217	Each
Aceate 11x17	7	Each
Vinyl 11x17	7	Each
Binders O-ring 1/2"	107	Each
Binders O-ring 1"	188	Each
Binders O-ring 1.5"	121	Each
Binders O-ring 2"	108	Each
Binders 2.5"	5	Each
Binders 3"	34	Each
2" Black Binders Special Order	44	Each
2.5" Black Binders Special Order	48	Each
2" White Binder D-ring	1	Each
2.5" White Binder D-ring	3	Each
3" White Binder D-ring	5	Each
Inserting document into binder	83945	Each
Inserting cover/spine into binder	516	Each
Inserting into Sleeve/Pocket	264	Each
Envelope White 6.5 x 9.5	6726	Each
Envelopes White 10 x 13	7375	Each
Envelopes JPL 9003	30677	Each
Envelope White 9 x 12	11732	Each
Inserting into envelope	97452	Each
Inkjet Label	142436	Each
Avery Label	74697	Each
Avery (label only)	3406	Each
Full Sheet Label Fluorescent removable	750	Each
Set Label	14220	Each
Inserting sheets or tabs	16604	Each

Labor

Overtime	34.5	Hourly
Timework	18.65	Hourly
Premium Overtime (Sunday & Holidays)	26	Hourly
Courier Service (over 7 miles)	5.4	Per Mile

Scanning & Document Conversion

Doc Prep-electronic	402.38	Hourly
Doc Prep-non-electronic	171.26	Hourly
Scanning BW 8.5x11(autofeed)	227007	Page
Scanning color 8.5x11(autofeed)	14882	Page
Scanning BW 8.5x11(manual)	4477	Page
Scanning color 8.5x11(manual)	1369	Page
11x17 Color Manual/Auto	157	Page
11x17 B&W Manual/Auto	530	Page
File Naming/Indexing	50743	Keystroke
OCR processing adobe PDF	77947	Page
PDF bookmarking	3.64	Hourly

Merging files	14.91	Hourly
Quality Check	27.33	Hourly
Doc reassembly	0.73	Hourly
OneNote conversion	36.21	Hourly

CD/DVD

CD/DVD Mastering	17.76	Hourly
CD Duplicating (1-25)	372	Each
CD Duplicating (26-100)	241	Each
CD Duplicating (101+)	1	Each
DVD Duplicating (1-25)	49	Each
CD/DVD label art preparation	7.87	Hourly
Disc label BW printing (1-25)	51	Each
Disc label color printing (1-25)	211	Each
Disc label color printing (26-49)	65	Each
Disc label color printing (50+)	176	Each

Laminating

Laminating 2.5 x 4.25 (10 mil)	1621	Each
Laminating 2.8 x4.25 - 3x4 (10 mil)	747	Each
Laminating 3x4 - 5x7 (10 mil)	399	Each
Laminating 8.5x11 (10 mil)	485	Each
Laminating 11x17 (10 mil)	1	Each
Cutting corners	488	Each
Slot punch Badge	944	Each

Misc

Grommets	155	Each
Badge Clips	165	Each
Velcro Dots	1360	Each
DAX Frames 24"x36"	24	Each

FY13 RAW DATA

# Of Orders	Svcitem	Qty
333	BW SS 8.5x11 up to 5,000	73312
6	BW SS 8.5x11 5,001 - 20,000	17651
26	BW SS 11x17 up to 5,000	1528
407	BW DS 8.5x11 up to 5,000	225357
7	BW DS 8.5x11 5,001 - 20,000	50907
3	BW DS 11x17 up to 5,000	1218
176	BWC SS 8.5x11 up to 5,000	9119
3	BWC SS 8.5x11 5,001 - 20,000	119
10	BWC SS 11x17 up to 5,000	215
251	BWC DS 8.5x11 up to 5,000	32797
8	BWC DS 8.5x11 5,001 - 20,000	3481
2	BWC DS 8.5x14 up to 5,000	154
507	Color SS 8.5x11 up to 5,000	61442
15	Color SS 8.5x11 5,001 - 20,000	1327
3	Color SS 8.5x14 up to 5,000	56
64	Color SS 11x17 up to 5,000	5697
1	Color SS 11x17 5,001 - 20,000	40
605	Color DS 8.5x11 up to 5,000	322206
21	Color DS 8.5x11 5,001 - 20,000	96841
4	Color DS 8.5x11 20,001 and up	26600
10	Color DS 8.5x14 up to 5,000	1045
22	Color DS 11x17 up to 5,000	5154
134	Tabs BW (5th or 3rd bank)	17221
66	Tabs BW (8 bank)	22157
1	Tabs Color	36
60	Tab setup (artwork provided)	751
94	Tab setup (artwork not provided)	1057
1	Book BW (bound)	102
1	Book color (bound)	60
225	Engineering BW Printing	26412
736	Engineering color Printing	16956
176	Folding (engineering)	15967
68	Engineering BW scanning	4959
13	Engineering color scanning	289
2	Kraft band	15
3	Edge binding (large format)	24
29	Acco bind	294
382	Comb bind	4185
295	Coil bind	3488
46	Tape Bind (Fastback)	391
5	Saddle Stitch (stitch only)	382
10	Booklet Making	533
92	Folding up to 11x17	43125
227	Cutting setup charge	2109
139	Cutting/trimming	71155
90	Cutting/trimming (manual)	1388

Summary

	Sheets	Impressions
B & W	369,973	651,419
Color	566,293	1,070,831

Duplicating / Printing /Copying

	Impression Worksheet			
B&W	BW SS 8.5x11 up to 5,000	73312	x1	73312
	BW SS 8.5x11 5,001 - 20,000	17651	x1	17651
	BW SS 11x17 up to 5,000	1528	x2	3056
	BW DS 8.5x11 up to 5,000	225357	x2	450714
	BW DS 8.5x11 5,001 - 20,000	50907	x2	101814
	BW DS 11x17 up to 5,000	1218	x4	4872
Color	BWC SS 8.5x11 up to 5,000	9119	x1	9119
	BWC SS 8.5x11 5,001 - 20,000	119	x1	119
	BWC SS 11x17 up to 5,000	215	x2	430
	BWC DS 8.5x11 up to 5,000	32797	x2	65594
	BWC DS 8.5x11 5,001 - 20,000	3481	x2	6962
	BWC DS 8.5x14 up to 5,000	154	x2	308
	Color SS 8.5x11 up to 5,000	61442	x1	61442
	Color SS 8.5x11 5,001 - 20,000	1327	x1	1327
	Color SS 8.5x14 up to 5,000	56	x1	56
	Color SS 11x17 up to 5,000	5697	x2	11394
	Color SS 11x17 5,001 - 20,000	40	x2	80
	Color DS 8.5x11 up to 5,000	322206	x2	644412
	Color DS 8.5x11 5,001 - 20,000	96841	x2	193682
	Color DS 8.5x11 20,001 and up	26600	x2	53200
	Color DS 8.5x14 up to 5,000	1045	x2	2090
	Color DS 11x17 up to 5,000	5154	x4	20616

369,973	651,419	**TOTAL B&W Impressions**
566,293	1,070,831	**TOTAL COLOR Impressions**
936,266	1,722,250	**TOTAL Impressions**

Scan	Scanning BW 8.5x11(autofeed)	227006.5
	Scanning color 8.5x11(autofeed)	14882
	Scanning BW 8.5x11(manual)	4477
	Scanning color 8.5x11(manual)	1369
		247734.5 **TOTAL Pages**

Wide	Engineering BW Printing	26412
	Engineering color Printing	16956
		43368 **TOTAL Square Feet**

2	Padding (includes backboard)	30
3	Perforating/Scoring setup charge	4
2	Perforating	1075
1	Scoring	21
473	Acetate	5295
227	Vinyl Back	2420
53	20# bond 8.5x11	4166
4	20# bond 8.5x14	130
382	90/110# white Index 8.5x11	16937
20	90/110# white Index 11x17	1165
86	90/110# color Index 8.5x11	2165
8	90/110# color Index 11x17	358
14	65/67# white coverstock 8.5x11	443
87	65/67# color coverstock 8.5x11	942
3	28# white bond 8.5x11	1284
8	80# Silk Text 12x18	2435
4	80# Silk Cover 12x18	427
3	80# GlossText 12x18	412
1	80# Gloss Cover 12x18	33
2	Acco cover white	4
27	Acco cover color	582
2	Binders O-ring 1/2"	107
28	Binders O-ring 1"	188
15	Binders O-ring 1.5"	121
16	Binders O-ring 2"	108
3	Binders 2.5"	5
2	Binders 3"	34
67	Inserting document into binder	83945
45	Inserting cover/spine into binder	516
3	Envelopes White 10 x 13	7375
12	Envelopes JPL 9003	30677
23	Inserting into envelope	97452
20	Inkjet Label	142436
14	Avery Label	74697
16	Set Label	14220
226	Inserting sheets or tabs	16604
1	Courier Service (over 7 miles)	5.4
24	Merging files	14.91
10	Overtime	34.5
9	Timework	18.65
3	Premium Overtime (Sunday & Holiday	26
75	Doc Prep-electronic	402.38
59	Doc Prep-non-electronic	171.26
110	Scanning BW 8.5x11(autofeed)	227006.5
48	Scanning color 8.5x11(autofeed)	14882
28	Scanning BW 8.5x11(manual)	4477
17	Scanning color 8.5x11(manual)	1369
105	File Naming/Indexing	50743
33	OCR processing adobe PDF	77947

12	PDF bookmarking	3.64
117	CD/DVD Mastering	17.76
103	CD Duplicating (1-25)	372
5	CD Duplicating (26-100)	241
1	CD Duplicating (101+)	1
13	DVD Duplicating (1-25)	49
27	CD/DVD label art preparation	7.87
7	Disc label BW printing (1-25)	51
15	Disc label color printing (1-25)	211
2	Disc label color printing (26-49)	65
3	Disc label color printing (50+)	176
11	Cutting corners	488
12	Slot punch	944
13	Laminating 2.5 x 4.25 (10 mil)	1621
8	Laminating 2.8 x4.25 - 3x4 (10 mil)	747
10	Laminating 3x4 - 5x7 (10 mil)	399
32	Laminating 8.5x11 (10 mil)	485
1	Laminating 11x17 (10 mil)	1
4	Eng. Polyproplene	39
558	Eng. SemiGloss	9534
12	Gloss /Silk Text 8.5x11	6531
9	Gloss Cover 8.5x11	430
56	Mounting / Foam Board	1394
1	Baronial Ivory 24# 8.5x11	2
1	Eng. Cleanroom Paper	108
21	Tango Advantage 12pt (12x18)	1335
1	Skytone Text-White Parchment	2
2	Grommets	155
68	Eng. Vinyl	1575
8	11x17 Color Manual/Auto	157
27	11x17 B&W Manual/Auto	530
2	NCR 2 part	300
10	NCR 3 part	2980
7	Inserting into Sleeve/Pocket	264
2	Full Sheet Label Fluorescent removabl	750
2	Badge Clips	165
4	Eng. 36# Paper Surcharge	233
1	Envelope White 6.5 x 9.5	6726
1	Folding (1\2 fold)	6726
1	28# vs 24# Paper Surcharge	8
2	110# Silk Cover 11x17	217
2	Velcro Dots	1360
1	Avery (label only)	3406
3	Envelope White 9 x 12	11732
1	2" Black Binders Special Order	44
1	2.5" Black Binders Special Order	48
4	DAX Frames 24"x36"	24
1	2" White Binder D-ring	1
3	2.5" White Binder D-ring	3

5	3" White Binder D-ring	5
1	2.5" Round Label	2
1	Aceate 11x17	7
1	Vinyl 11x17	7
8	Poster Order Split X 8	8
3	Quality Check	27.33
1	Doc reassembly	0.73
2	OneNote conversion	36.21

FY12 RAW DATA

# Of Orders	Svcitem	Qty
488	BW SS 8.5x11 up to 5,000	124575
4	BW SS 8.5x11 5,001 - 20,000	23779
1	BW SS 8.5x11 20,001 and up	5284
2	BW SS 8.5x14 up to 5,000	52
1	BW SS 8.5x14 20,001 and up	44
15	BW SS 11x17 up to 5,000	1531
1	BW SS 11x17 5,001 - 20,000	8
549	BW DS 8.5x11 up to 5,000	283351
10	BW DS 8.5x11 5,001 - 20,000	51169
2	BW DS 8.5x14 up to 5,000	1200
1	BW DS 8.5x14 5,001 - 20,000	6870
8	BW DS 11x17 up to 5,000	1142
258	BWC SS 8.5x11 up to 5,000	13383
2	BWC SS 8.5x11 5,001 - 20,000	902
2	BWC SS 8.5x14 up to 5,000	115
11	BWC SS 11x17 up to 5,000	626
1	BWC SS 11x17 5,001 - 20,000	190
375	BWC DS 8.5x11 up to 5,000	85143
6	BWC DS 8.5x11 5,001 - 20,000	12890
7	BWC DS 11x17 up to 5,000	47
739	Color SS 8.5x11 up to 5,000	135019
7	Color SS 8.5x11 5,001 - 20,000	11531
3	Color SS 8.5x14 up to 5,000	80
138	Color SS 11x17 up to 5,000	16370
1	Color SS 11x17 5,001 - 20,000	5001
1	Color SS 11x17 20,001 and up	500
810	Color DS 8.5x11 up to 5,000	653790
18	Color DS 8.5x11 5,001 - 20,000	79686
3	Color DS 8.5x11 20,001 and up	15340
9	Color DS 8.5x14 up to 5,000	3135
3	Color DS 8.5x14 5,001 - 20,000	12965
51	Color DS 11x17 up to 5,000	10193
1	Color DS 11x17 5,001 - 20,000	50
168	Tabs BW (5th or 3rd bank)	36427
77	Tabs BW (8 bank)	26074
2	Tabs Color	130
61	Tab setup (artwork provided)	902
103	Tab setup (artwork not provided)	1275
4	Book BW (bound)	1511
1	Book color (bound)	121
175	Engineering BW Printing	37810
765	Engineering color Printing	16479
100	Folding (engineering)	22819
62	Engineering BW scanning	3652
4	Engineering color scanning	18

Summary

		Sheets	Impressions
B & W		499,005	846,560
Color		1,056,956	1,973,462

Duplicating / Printing /Copying

	Impression Worksheet
B&W	BW SS 8.5x11 up to 5,000
	BW SS 8.5x11 5,001 - 20,000
	BW SS 8.5x11 20,001 and up
	BW SS 8.5x14 up to 5,000
	BW SS 8.5x14 20,001 and up
	BW SS 11x17 up to 5,000
	BW SS 11x17 5,001 - 20,000
	BW DS 8.5x11 up to 5,000
	BW DS 8.5x11 5,001 - 20,000
	BW DS 8.5x14 up to 5,000
	BW DS 8.5x14 5,001 - 20,000
	BW DS 11x17 up to 5,000
Color	BWC SS 8.5x11 up to 5,000
	BWC SS 8.5x11 5,001 - 20,000
	BWC SS 8.5x14 up to 5,000
	BWC SS 11x17 up to 5,000
	BWC SS 11x17 5,001 - 20,000
	BWC DS 8.5x11 up to 5,000
	BWC DS 8.5x11 5,001 - 20,000
	BWC DS 11x17 up to 5,000
	Color SS 8.5x11 up to 5,000
	Color SS 8.5x11 5,001 - 20,000
	Color SS 8.5x14 up to 5,000
	Color SS 11x17 up to 5,000
	Color SS 11x17 5,001 - 20,000
	Color SS 11x17 20,001 and up
	Color DS 8.5x11 up to 5,000
	Color DS 8.5x11 5,001 - 20,000
	Color DS 8.5x11 20,001 and up
	Color DS 8.5x14 up to 5,000
	Color DS 8.5x14 5,001 - 20,000
	Color DS 11x17 up to 5,000
	Color DS 11x17 5,001 - 20,000
Scan	Scanning BW 8.5x11(autofeed)

124575 x1	124575	
23779 x1	23779	
5284 x1	5284	
52 x1	52	
44 x1	44	
1531 x2	3062	
8 x2	16	
283351 x2	566702	
51169 x2	102338	
1200 x2	2400	
6870 x2	13740	
1142 x4	4568	
13383 x1	13383	
902 x1	902	
115 x1	115	
626 x2	1252	
190 x2	380	
85143 x2	170286	
12890 x2	25780	
47 x4	188	
135019 x1	135019	
11531 x1	11531	
80 x1	80	
16370 x2	32740	
5001 x2	10002	
500 x2	1000	
653790 x2	1307580	
79686 x2	159372	
15340 x2	30680	
3135 x2	6270	
12965 x2	25930	
10193 x4	40772	
50 x4	200	
499,005	846,560	**TOTAL B&W Impressions**
1,056,956	1,973,462	**TOTAL COLOR Impressions**
1,555,961	2,820,022	**TOTAL Impressions**
333571		

1	Kraft band	30
1	Edge binding (large format)	30
31	Acco bind	330
517	Comb bind	6620
406	Coil bind	5039
2	Tape Bind (on-line)	9
46	Tape Bind (Fastback)	483
3	Saddle Stitch (stitch only)	52
10	Booklet Making	910
8	Shrink wrap	311
118	Folding up to 11x17	53471
571	Cutting setup charge	3088
245	Cutting/trimming	112927
333	Cutting/trimming (manual)	2437
6	Padding (includes backboard)	251
2	Numbering/Serializing	326
5	Perforating/Scoring setup charge	8
3	Perforating	1100
3	Scoring	600
605	Acetate	7328
251	Vinyl Back	3037
100	20# bond 8.5x11	14296
3	20# bond 8.5x14	64
3	20# bond 11x17	451
610	90/110# white Index 8.5x11	24341
23	90/110# white Index 11x17	11264
96	90/110# color Index 8.5x11	2299
9	90/110# color Index 11x17	394
33	65/67# white coverstock 8.5x11	1376
1	65/67# white coverstock 11x17	2
94	65/67# color coverstock 8.5x11	3198
6	65/67# color coverstock 11x17	50
4	28# white bond 8.5x11	4998
6	80# Silk Text 12x18	1941
26	80# Silk Cover 12x18	2225
7	80# GlossText 12x18	1082
7	80# Gloss Cover 12x18	630
2	Acco cover white	4
29	Acco cover color	656
1	Binders 1/2"	108
19	Binders 1"	208
19	Binders 1.5"	255
14	Binders 2"	259
10	Binders 2.5"	68
6	Binders 3"	15
61	Inserting document into binder	165037
45	Inserting cover/spine into binder	766
10	Envelopes White 10 x 13	27559

	Scanning color 8.5x11(autofeed)	17848
	Scanning BW 8.5x11(manual)	5543
	Scanning color 8.5x11(manual)	14323
		371285 **TOTAL Pages**

Wide	Engineering BW Printing	37810
	Engineering color Printing	16479
		54289 **TOTAL Square Feet**

13	Envelopes JPL 9003	30561
25	Inserting into envelope	90409
20	Inkjet Label	139622
10	Avery Label	55289
20	Set Label	16275
2	Manual affixing label (includes label)	5517
255	Inserting sheets or tabs	42043
2	Courier Service (over 7 miles)	10.5
42	Merging files	22.11
15	Overtime	65.65
17	Timework	45.09
3	Premium Overtime (Sunday & Holida	24
97	Doc Prep-electronic	664.42
101	Doc Prep-non-electronic	525.1
152	Scanning BW 8.5x11(autofeed)	333571
58	Scanning color 8.5x11(autofeed)	17848
43	Scanning BW 8.5x11(manual)	5543
21	Scanning color 8.5x11(manual)	14323
168	File Naming/Indexing	221578
8	OCR processing adobe PDF	11991
1	OCR Word or ASCII	6
6	PDF bookmarking	30.34
204	CD/DVD Mastering	25.45
187	CD Duplicating (1-25)	617
11	CD Duplicating (26-100)	545
3	CD Duplicating (101+)	381
7	DVD Duplicating (1-25)	39
3	DVD Duplicating (26-49)	108
3	DVD Duplicating (50+)	310
44	CD/DVD label art preparation	9.11
7	Disc label BW printing (1-25)	149
3	Disc label BW printing (26-100)	140
25	Disc label color printing (1-25)	300
9	Disc label color printing (26-49)	418
6	Disc label color printing (50+)	596
1	CD/DVD label affixing (hardcopy)	50
9	Cutting corners	975
13	Slot punch	1251
26	Laminating 2.5 x 4.25 (10 mil)	2488
7	Laminating 2.8 x4.25 - 3x4 (10 mil)	980
10	Laminating 3x4 - 5x7 (10 mil)	211
30	Laminating 8.5x11 (10 mil)	567
1	Laminating 8.5x14 (10 mil)	7
9	Laminating 11x17 (10 mil)	52
4	Eng. Polyproplene	156
571	Eng. SemiGloss	9647
7	Gloss Text 8.5x11	1683
15	Gloss Cover 8.5x11	2008

49	Mounting / Foam Board	1118
2	White Light Cockle 10M	16
1	Eng. Cleanroom Paper	10
3	Tango Advantage 12pt	745
1	Skytone Text-White Parchment	2
4	Grommets	92
62	Eng. Vinyl	1240
8	11x17 Color Manual/Auto	188
14	11x17 B&W Manual/Auto	278
1	NCR 2 part	500
18	NCR 3 part	4635
9	Inserting into Sleeve/Pocket	147
3	Full Sheet Label Fluorescent removal	422
2	Full Sheet Label Matte permanent	74
5	Badge Clips	1053
5	Eng. 36# Paper Surcharge	404
2	Envelope White 6.5 x 9.5	18967
1	Folding (1\2 fold)	6775
1	28# vs 24# Paper Surcharge	13230
7	110# Silk Cover 11x17	1501
6	Velcro Dots	728
1	Avery (label only)	5284

FY11 RAW DATA

# Of Orders	Svcitem	Qty
585	BW SS 8.5x11 up to 5,000	190050
3	BW SS 8.5x11 5,001 - 20,000	24775
7	BW SS 8.5x14 up to 5,000	1142
43	BW SS 11x17 up to 5,000	5231
632	BW DS 8.5x11 up to 5,000	452333
10	BW DS 8.5x11 5,001 - 20,000	88325
6	BW DS 11x17 up to 5,000	1355
1	BW DS 11x17 5,001 - 20,000	2596
1	BW DS 11x17 20,001 and up	33269
320	BWC SS 8.5x11 up to 5,000	18696
5	BWC SS 8.5x11 5,001 - 20,000	75
1	BWC SS 8.5x14 up to 5,000	10
22	BWC SS 11x17 up to 5,000	1998
454	BWC DS 8.5x11 up to 5,000	115795
3	BWC DS 8.5x11 5,001 - 20,000	10278
1	BWC DS 8.5x11 20,001 and up	38000
1	BWC DS 8.5x14 up to 5,000	30
11	BWC DS 11x17 up to 5,000	2170
2	BWC DS 11x17 5,001 - 20,000	44
878	Color SS 8.5x11 up to 5,000	145778
2	Color SS 8.5x11 5,001 - 20,000	16815
3	Color SS 8.5x14 up to 5,000	122
214	Color SS 11x17 up to 5,000	32914
1	Color SS 11x17 5,001 - 20,000	70
997	Color DS 8.5x11 up to 5,000	754609
25	Color DS 8.5x11 5,001 - 20,000	132059
1	Color DS 8.5x11 20,001 and up	33000
13	Color DS 8.5x14 up to 5,000	3940
1	Color DS 8.5x14 5,001 - 20,000	6466
65	Color DS 11x17 up to 5,000	19945
3	Color DS 11x17 5,001 - 20,000	16345
195	Tabs BW (5th or 3rd bank)	49057
87	Tabs BW (8 bank)	30098
14	Tabs Color	2303
85	Tab setup (artwork provided)	1101
141	Tab setup (artwork not provided)	2219
2	Book BW (bound)	302
222	Engineering BW Printing	79313
710	Engineering color Printing	18282
127	Folding (engineering)	20485
117	Engineering BW scanning	18093
15	Engineering color scanning	123
12	Kraft band	225
12	Edge binding (large format)	225
33	Acco bind	342
665	Comb bind	9790

Summary

	Sheets	Impressions
B & W	799,076	1,456,625
Color	1,349,159	2,589,402

Duplicating / Printing /Copying

B&W	Impression Worksheet		
	BW SS 8.5x11 up to 5,000	190050 x1	190050
	BW SS 8.5x11 5,001 - 20,000	24775 x1	24775
	BW SS 8.5x14 up to 5,000	1142 x1	1142
	BW SS 11x17 up to 5,000	5231 x2	10462
	BW DS 8.5x11 up to 5,000	452333 x2	904666
	BW DS 8.5x11 5,001 - 20,000	88325 x2	176650
	BW DS 11x17 up to 5,000	1355 x4	5420
	BW DS 11x17 5,001 - 20,000	2596 x4	10384
	BW DS 11x17 20,001 and up	33269 x4	133076
Color	BWC SS 8.5x11 up to 5,000	18696 x1	18696
	BWC SS 8.5x11 5,001 - 20,000	75 x1	75
	BWC SS 8.5x14 up to 5,000	10 x1	10
	BWC SS 11x17 up to 5,000	1998 x2	3996
	BWC DS 8.5x11 up to 5,000	115795 x2	231590
	BWC DS 8.5x11 5,001 - 20,000	10278 x2	20556
	BWC DS 8.5x11 20,001 and up	38000 x2	76000
	BWC DS 8.5x14 up to 5,000	30 x2	60
	BWC DS 11x17 up to 5,000	2170 x2	4340
	BWC DS 11x17 5,001 - 20,000	44 x2	88
	Color SS 8.5x11 up to 5,000	145778 x1	145778
	Color SS 8.5x11 5,001 - 20,000	16815 x1	16815
	Color SS 8.5x14 up to 5,000	122 x1	122
	Color SS 11x17 up to 5,000	32914 x2	65828
	Color SS 11x17 5,001 - 20,000	70 x2	140
	Color DS 8.5x11 up to 5,000	754609 x2	1509218
	Color DS 8.5x11 5,001 - 20,000	132059 x2	264118
	Color DS 8.5x11 20,001 and up	33000 x2	66000
	Color DS 8.5x14 up to 5,000	3940 x2	7880
	Color DS 8.5x14 5,001 - 20,000	6466 x2	12932
	Color DS 11x17 up to 5,000	19945 x4	79780
	Color DS 11x17 5,001 - 20,000	16345 x4	65380
		799,076	1,456,625 **TOTAL B&W Impressions**
		1,349,159	2,589,402 **TOTAL COLOR Impressions**
		2,148,235	4,046,027 **TOTAL Impressions**
Scan	Scanning BW 8.5x11(autofeed)	241830	
	Scanning color 8.5x11(autofeed)	44364	

412	Coil bind	5424
3	Tape Bind (on-line)	32
53	Tape Bind (Fastback)	491
12	Saddle Stitch (stitch only)	1083
16	Booklet Making	2781
2	Shrink wrap	221
221	Folding up to 11x17	81345
620	Cutting setup charge	3251
238	Cutting/trimming	202275
385	Cutting/trimming (manual)	2104
6	Padding (includes backboard)	147
7	Numbering/Serializing	2441
2	Perforating/Scoring setup charge	2
2	Perforating	1200
2	Scoring	3116
674	Acetate	9513
226	Vinyl Back	2858
131	20# bond 8.5x11	19892
2	20# bond 8.5x14	90
9	20# bond 11x17	337
657	90/110# white Index 8.5x11	34645
64	90/110# white Index 11x17	5410
100	90/110# color Index 8.5x11	4384
16	90/110# color Index 11x17	1246
133	65/67# white coverstock 8.5x11	4470
146	65/67# color coverstock 8.5x11	3594
1	65/67# color coverstock 11x17	8
3	28# white bond 8.5x11	5150
1	28# white bond 11x17	500
19	Silk Text 12x18	12041
13	Silk Cover 12x18	3630
9	GlossText 12x18	4023
6	Gloss Cover 12x18	1310
26	NCR CF/CB	20296
16	NCR CFB	4616
1	Acco cover white	2
30	Acco cover color	658
1	Chipboard	6
27	Binders 1"	214
27	Binders 1.5"	234
27	Binders 2"	239
2	Binders 2.5"	28
10	Binders 3"	310
100	Inserting document into binder	181933
63	Inserting cover/spine into binder	841
8	Envelopes White 10x13	42004
12	Envelopes JPL 9003	30262
23	Inserting into envelope	118098
20	Inkjet Label	160936

	Scanning BW 8.5x11(manual)	5211	
	Scanning color 8.5x11(manual)	9931	
		301336	**TOTAL Pages**
Wide Format	Engineering BW Printing	79313	
	Engineering color Printing	18282	
		97595	**TOTAL Square Feet**

5	Avery Label	28361
33	Set Label	47955
2	Manual affixing label (includes label)	17452
375	Inserting sheets or tabs	46244
66	Merging files	34.22
40	Overtime	255
24	Timework	32.84
6	Premium Overtime (Sunday & Holiday	166.5
44	Doc Prep-electronic	370.67
112	Doc Prep-non-electronic	168.06
152	Scanning BW 8.5x11(autofeed)	241830
94	Scanning color 8.5x11(autofeed)	44364
32	Scanning BW 8.5x11(manual)	5211
23	Scanning color 8.5x11(manual)	9931
187	File Naming/Indexing	135028
1	File conversion	902
13	OCR processing adobe PDF	19178
24	PDF bookmarking	13.67
238	CD/DVD Mastering	30.97
241	CD Duplicating (1-25)	645
9	CD Duplicating (26-100)	416
2	DVD Duplicating (1-25)	4
1	DVD Duplicating (26-100)	99
56	CD/DVD label art preparation	10.54
30	Disc label BW printing (1-25)	77
1	Disc label BW printing (26-100)	30
22	Disc label color printing (1-25)	224
9	Disc label color printing (26-100)	462
22	Cutting corners	803
15	Slot punch	5995
2	Laminating 2.5 x 4.25 (10 mil)	80
7	Laminating 2.8 x4.25 - 3x4 (10 mil)	451
25	Laminating 3x4 - 5x7 (10 mil)	5971
30	Laminating 8.5x11 (10 mil)	535
1	Laminating 8.5x14 (10 mil)	8
4	Laminating 11x17 (10 mil)	20
1	Laminating 12x18 (10 mil)	1
5	Eng. Polyproplene	236
566	Eng. SemiGloss	12318
8	Gloss Text 8.5x11	1302
5	Gloss Cover 8.5x11	376
51	Mounting / Foam Board	381
2	Full Sheet Avery	125
2	Domtar 1st Choice	16
1	White Light Cockle 10M	1
3	Eng. Cleanroom Paper	666
3	Tango Advantage 12pt	662
1	Binders 4"	57
1	Skytone Text-White Parchment	2

2	Grommets	84
11	Eng. Vinyl	168
2	11x17 Color Manual/Auto	11
12	11x17 B&W Manual/Auto	229
5	NCR 3 part	1815
2	Inserting into Sleeve/Pocket	22
1	Full Sheet Label Fluorescent removabl	250
3	8.5x11 Cleanroom Paper	44