

**NORTH EAST RESOURCE CENTER
TALLY SHEET**

NAME: _____ Dept: _____ Org: _____ DATE: _____

Local Budget Account # _____ Budget Manager's Signature _____

<u>SUPPLY / ITEM(S)</u>	<u>QUANTITY X UNIT/COST = SUB-TOTAL</u>	<u>NOTES/OTHER:</u>
<u>Awards</u>		
With plaque and sticker	_____ X 6.50 = _____	
Award (<i>sticker only</i>)	_____ X 2.00 = _____	
<u>Button set</u> (<i>please have your button templates on hand</i>)		
Small- 1 inch	_____ X 0.25 = _____	
Medium- 2 inch	_____ X 0.50 = _____	
Large- 3 inch	_____ X 0.75 = _____	
<u>Combs, Plastic</u>		
Smallest ¼ inch	_____ X 0.10 = _____	
Small ⅜ inch	_____ X 0.15 = _____	
Medium ⅝ inch	_____ X 0.17 = _____	
Large 1 inch	_____ X 0.20 = _____	
<u>Copies</u> (<i>If printing double-sided, include both sides</i>)		
Black/white	_____ X 0.10 = _____	
Color – from color printer	_____ X 0.25 = _____	
<u>Laminating</u>		
COLD (per foot)	_____ X 1.00 = _____	
3 mm (business cards or letter size)	_____ X 0.30 = _____	
5 mm (business cards or letter size)	_____ X 0.55 = _____	
10 mm (business cards or letter size)	_____ X 1.00 = _____	
Laminating, HOT 24" wide 1.5 mil (per foot)	_____ X 0.10 = _____	
Laminating, HOT 24" wide 3.0 mil (per foot)	_____ X 0.20 = _____	
Laminating, HOT, 38" (per foot)	_____ X 1.50 = _____	
<u>Magnetic sheets</u> (9" x 12")		
ALL Colors (<i>except Chrome</i>)	_____ X 3.00 = _____	
Chrome	_____ X 5.00 = _____	
<u>Paper</u>		
Bond	_____ X 0.02 = _____	
Card Stock	_____ X 0.05 = _____	
Construction (12x18)	_____ X 0.10 = _____	
Roll paper (per foot)	_____ X 0.20 = _____	
<u>Color/B&W Poster</u> (<i>lamination included</i>)		
Small (18 x 24)	_____ X 7.00 = _____	
Medium (24 x 31)	_____ X 13.00 = _____	
Large (28 x 36)	_____ X 19.00 = _____	
Ex. Large (36 x 46.5)	_____ X 25.00 = _____	
<u>Tagboard</u> (<i>poster board</i>)		
Basic Colors	_____ X 1.00 = _____	
Silver, Gold or Fluorescent	_____ X 1.25 = _____	

TOTAL: _____

(Tax not included)