



## Personal Copies

For your convenience, employees are permitted to make self-service copies and limited assistance copies during the lunch hour for a contribution to the Bruce T. Halle Assistance Fund. Acceptance of more complex jobs performed in the Copy Center will be at the discretion of Corporate Services Management. Unfortunately, personal copy jobs requiring excessive numbers of copies or large amounts of labor will not be permitted as they interfere with the operation of business for DT.

Donations for copy work performed are based on the following calculations:

### Copies

Black and White Copies - .01¢

Duplex Black and White Copies - .02¢

Color Copies - .25¢

Duplex Color Copies - .50¢

### Binding Materials

Cardstock - .10¢

Clear Cover - .25¢

### CD/DVD's and Cases

CD-R- \$.50

DVD-R- \$.35

White envelopes - .05 ¢

CD Jewel Case - .40¢

### Laminating Materials

3ml 8.5x11- .10¢

5ml 8.5x11- .35¢

Business Card - .10¢

All contributions to the BTHAF should be paid upon completion of the job. Checks are to be made payable to (BTHAF) Bruce T Halle Assistance Fund. Payment via credit card is also acceptable.



We look forward to assisting you with your needs!