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# FORM PROCESSING RECORD

## - PRINT SHOP -

**PAYMENT POLICIES:**

1. MATERIAL MANAGEMENT DEPT will pay the typesetting cost to have a new form typeset.
2. MATERIAL MANAGEMENT DEPT will pay the **first** retypesetting cost to have an existing form typeset.
3. The Registered Form Owner's Dept will pay all subsequent retypesetting costs to have existing forms typeset.

**PRICES:**

1. Typeset New Form = **\$49.00 / Page**
2. Retypeset Existing Form = **\$24.50 / Page**
3. Scan / Embed Image onto Form = **\$20.00 / Image**
4. Negative Production @ Times Color Graphics = **\$30.00 / Page**  
( required for forms used in high volume [  $\geq 1000$  / month usage ] )
5. Additional Services = **By Quote**

### INSTRUCTIONS

**TYPESET NEW FORM:**

.....  
FORM NAME ..... Registered Form Owner's NAME / DEPARTMENT / EXT.  
.....  
**8 8 5**  
.....  
New FORM SERIAL NUMBER  
.....  
DATE ..... AUTHORIZED BY .....

**Attach proof containing new form's content.**

**Must be authorized by either PRINT SHOP -or- MATERIAL MANAGEMENT designess.**

**RETYPESET EXISTING FORM:**

.....  
Existing FORM SERIAL NUMBER  
.....  
 **1st REVISION**  
.....  
AUTHORIZED BY .....

**Subsequent REVISION**  
.....  
AUTHORIZED BY ..... COST CENTER ..... DATE .....

**Attach copy of form to be retypeset; form changes should be handwritten on attached copy.**

**Must be authorized by either PRINT SHOP -or- MATERIAL MANAGEMENT designess.**

**RATIONALE:**

**WHITE COPY = Material Management**

**YELLOW COPY = Print Shop**