

DUPLICATING ONLY

DATE NEEDED _____ NAME _____
DEPARTMENT _____ PHONE _____
ACCOUNT NAME _____ ACCT. NO _____

_____ Number of originals

_____ Number of copies

COPY FORMAT:

_____ 1-sided originals to 1-sided copies

_____ 1-sided originals to 2-sided copies

_____ 2-sided originals to 2-sided copies

_____ Staple _____ Collate only

_____ Fold _____ Booklet Staple _____ Cut

_____ 8-1/2x11 _____ 8-1/2x14 _____ 11x17

SPECIAL INSTRUCTIONS:

_____ 3-Hole Punch _____ Binding Tape

_____ Spiral Binding _____ Laminate

_____ Transparencies _____ Reduce _____ Enlarge

_____ Color Copies _____ Color Transparencies

20 lb Paper Color - 8-1/2 x 11

- ___ White
- ___ Aqua ___ Cream ___ Pink
- ___ Gold ___ Pumpkin
- ___ Blue ___ Gray
- ___ Buff ___ Green ___ Salmon
- ___ Canary ___ Hot Pink ___ Tan
- ___ Celery ___ Lavender
- ___ Cherry

24 lb Paper Color - 8-1/2 x 11

- ___ White ___ Gray ___ Pacific
- ___ Banana ___ Green ___ Pink
- ___ Blue ___ Hot Pink ___ Ruby
- ___ Canary ___ Ivory ___ Salmon
- ___ Coral ___ Lemon ___ Tangerine
- ___ Gold ___ Lime

65 lb (Card Stock) Colors - 8-1/2 x 11

- ___ White ___ Canary ___ Lime
- ___ Aqua ___ Green ___ Pink
- ___ Banana ___ Hot Pink ___ Ruby
- ___ Blue ___ Ivory ___ Salmon

20 lb Paper Color - 8-1/2 x 14

- ___ White ___ Cream ___ Orchid
- ___ Blue ___ Gold ___ Pink
- ___ Buff ___ Gray ___ Salmon
- ___ Canary ___ Green

MAILING & DUPLICATING ONLY

_____ Booklet ___ Hand Fold

_____ Book/copies ___ Housemail

_____ Cash ___ Check

MAILING & DUPLICATING USE ONLY

DATE COMPLETED

INITIALS