

# PRINT & COPY ORDER

SCHOOL/ DEPARTMENT	Phone / Extension	DATE OF REQUEST	DATE NEEDED	TRACKING NUMBER
SUBMITTED BY:				

NAME OF COPY REQUEST	Account Code to Bill
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Quantity - AFTER CUT	<input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided	DELIVERY INSTRUCTIONS
		<input type="checkbox"/> District Mail <input type="checkbox"/> Hold in Stock <input type="checkbox"/> Pick Up

<b>Collate</b> <input type="checkbox"/> Yes (ABC, ABC, ABC) <input type="checkbox"/> NO (AAA, BBB, CCC)	NOTES: (Color of cover sheet for books, Landscape staple, etc.)
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<b>SIZE</b> <input type="checkbox"/> 8½ x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other	
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<b>PAPER</b> <input type="checkbox"/> White <input type="checkbox"/> NCR <input type="checkbox"/> 2 PART <input type="checkbox"/> 4 PART	
<input type="checkbox"/> 3 PART <input type="checkbox"/> 5 PART	



<input type="checkbox"/> Other	
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<b>INK</b> <input type="checkbox"/> Black <input type="checkbox"/> Colored Ink	
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**CUT** \_\_\_\_\_


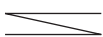
**PAD** \_\_\_\_\_ sheets per pad at \_\_\_\_\_

**3 HP**  **OTHER** \_\_\_\_\_

**STAPLE**     Saddle Stitch (magazine style)

**BINDING**  PLASTIC COIL  COMB BIND

**FOLDING**  SINGLE   DBL PARALLEL 

(Please Supply Folding Dummy)  LETTER   Z FOLD 

SHADED AREA FOR OFFICE USE ONLY	
JOB NUMBER	PAPER
DATE COMPLETED	PAPER COST
IMPRESSIONS	<input type="checkbox"/> 6136-1 <input type="checkbox"/> 6136-2
IMPRESSION COST	<input type="checkbox"/> 8320-1 <input type="checkbox"/> 8320-2
OTHER COST	<input type="checkbox"/> 1060-C <input type="checkbox"/> 9910
OPERATOR	<input type="checkbox"/> 754 <input type="checkbox"/>