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DATE IN: _____ DATE/TIME REQ'D _____ / _____

Company: _____

Address: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Bill To: _____ Payment Method: _____

Deliver Originals To: _____

Deliver Copies To: _____

JOB No./P.O. #/Job Name _____ Quote # _____

☐ Waiting ☐ Will Pick Up ☐ Deliver ☐ Email ☐ Ship Via

PLEASE FILL OUT COMPLETELY AND LEGIBLY. THIS WILL ELIMINATE DELAYS.

BLACKLINE REPRODUCTION

#COPIES _____ ☐ SAME SIZE

#COPIES _____ ☐ REDUCE ☐ ENLARGE TO _____

☐ BOND _____ ☐ OTHER _____

BIND IN SETS ☐ YES ☐ NO

SCAN TO ARCHIVE ☐ YES ☐ NO

Files will be held for 12 months unless directed otherwise

SCANS

of Items to be scanned: _____ SIZE _____

Files Saved as ☐ TIFF ☐ PDF ☐ OTHER DPI _____

☐ BURN TO CD ☐ EMAIL TO: _____

DIGITAL PRINTING

#COPIES _____

☐ BLACK & WHITE (Complete **COPY CENTER** Section)

☐ COLOR (Complete **Color Copies** Section)

☐ LARGE FORMAT COLOR (Complete **LARGE FORMAT COLOR** Section)

IS JOB ON FILE: ☐ YES ☐ NO ☐ BURN TO CD

SAVE TO FILE: ☐ YES ☐ NO

PLATFORM

File Name(s): _____

Applications Used: _____

COPY CENTER

#COPIES _____

HOLD FOR REPRINT

☐ Originals ☐ Make Ready Copy ☐ Scan to File

☐ **COPY AS IS** – Please note this means duplicating color copies, tabs, and matching type of bindery.

PAPER SIZE

☐ 8.5" x 11" ☐ 11" x 17"

☐ Other _____

SIDES IMAGED

☐ One Sided

☐ Two Sided

COLLATE

☐ YES ☐ NO

PAPER

Bond/Color

☐ 3 Hole Drill

☐ 20lb ☐ 60lb.

☐ Other _____

COVERS

☐ Front / Color _____

☐ Back / Color _____

☐ Clear Covers ☐ Front ☐ Back ☐ Cut / Size _____

☐ Other _____

DIVIDERS

Color _____

☐ 20lb. ☐ Cardstock

☐ Copy Tabs: Bank of _____

☐ Other _____

BINDERY/FINISHING

☐ GBC Bind ☐ Booklet

☐ Tape Binding ☐ Plastic Coil Bind

☐ Staple-Specify _____

☐ Padding #sheets/pad _____

☐ Screw Post ☐ ACCO

☐ Folding-Specify _____

☐ Score

☐ Laminate ☐ 5 mil ☐ 10 mil

LARGE FORMAT COLOR

#COPIES (per original): _____

Stock: ☐ Matte ☐ Gloss SIZE: _____

MOUNTING: ☐ Yes ☐ No ☐ Fome-cor ☐ Gator

Color of Board: ☐ Black ☐ White

LAMINATE: ☐ Yes ☐ No Finish: ☐ Matte ☐ Gloss

FRAMING: ☐ Yes ☐ No Color: ☐ Black ☐ White

COLOR COPIES

#COPIES _____ ☐ One-Sided ☐ Two-Sided

PAPER SIZE

☐ 8.5" x 11" ☐ 11" x 17"

☐ Other _____

☐ SAME SIZE

☐ REDUCE TO _____

☐ ENLARGE TO _____

SPECIAL INSTRUCTIONS: _____