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COPY REQUEST

(Write it, don't say it...it avoids mistakes.)

TODAY'S DATE:

DATE/TIME NEEDED:

REQUESTOR:

TELEPHONE NO.:

DELIVER CUST. PICK UP CALL WHEN READY

(SAME-DAY JOBS MAY BE SUBJECT TO RUSH CHARGE)

FROM:

CASE NO.:

Table with 5 columns: DESCRIPTION, No. OF SETS REQUESTED, SIZE, STOCK, 2 SIDED??

COPYING/FINISHING INSTRUCTIONS (CHECK WHERE APPLICABLE)

NO FASTENING OR STAPLING

- RUBBERBAND
SLIP SHEET
OFFSET STACK
STRAIGHT STACK

COPY DOCUMENTS THAT ARE

- TAGGED
CLIPPED
SEE POST-ITS

BATES STAMP ON

- ORIGINALS COPIES...STARTING WITH

STAPLING

- TOP LEFT CORNER
2 STAPLES LEFT SIDE
SADDLE STAPLE
AS ORIGINALS

HOLE DRILLING/FASTENING

- 2 HOLES...TOP
3 HOLES...SIDE
WITH ACCO FASTENERS
WITHOUT ACCO FASTENERS

BINDING

- VELO BIND PLASTIKOIL
SPIRAL (GBC) BIND

FRONT COVERS

- CLEAR
OTHER

BACK COVER

- VINYL: BLK BLUE MAROON
CARD STOCK/COLOR
OTHER

VIDEO/AUDIO COPY TO: VHS DVD TAPE CD

COMMENTS

COPY COLOR PICTURES/PHOTOS

IN: COLOR B/W (IF ANY)

1 2 4 PHOTOS PER PAGE (CHECK ONE)
PRINT INDEX PAGE

DOCUMENT SCANNING

SCAN TO PDF TIFF
SCAN IN COLOR B&W

TO ENSURE TIMELY COMPLETION OF JOB, PLEASE FILL OUT FORM COMPLETELY!!

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