



COPY REQUEST

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

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FROM: _____

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)

Ref/Case:

DESCRIPTION	NO. OF SETS REQUESTED	SIZE	STOCK	2 SIDED??

SCANNING/AUDIOVIDEO CONVERSIONS (CHECK WHERE APPLICABLE)

SCAN TO PDF JPEGS B&W COLOR OCR MEDIA: DISK USB
 CONVERT VIDEO TO: AVI MP4 AUDIO TO: MP3 _____ UPLOAD TO _____

COPY/PRINT/FINISH INSTRUCTIONS (CHECK WHERE APPLICABLE)

<p>NO FASTENING OR STAPLING</p> <input type="checkbox"/> RUBBERBAND <input type="checkbox"/> SLIP SHEET <input type="checkbox"/> OFFSET STACK <input type="checkbox"/> STRAIGHT STACK <p>COPY DOCUMENTS THAT ARE</p> <input type="checkbox"/> TAGGED <input type="checkbox"/> CLIPPED <input type="checkbox"/> SEE POST-ITS <p>BATES STAMP ON</p> <input type="checkbox"/> ORIGINALS <input type="checkbox"/> COPIES...STARTING WITH _____	<p>STAPLING</p> <input type="checkbox"/> TOP LEFT CORNER <input type="checkbox"/> 2 STAPLES LEFT SIDE <input type="checkbox"/> SADDLE STAPLE <input type="checkbox"/> AS ORIGINALS <p>HOLE DRILLING/FASTENING</p> <input type="checkbox"/> 2 HOLES...TOP <input type="checkbox"/> 3 HOLES...SIDE <input type="checkbox"/> WITH ACCO FASTENERS <input type="checkbox"/> WITHOUT ACCO FASTENERS	<p>BINDING</p> <input type="checkbox"/> VELO BIND <input type="checkbox"/> PLASTIKOIL <input type="checkbox"/> GBC <p>FRONT COVER</p> <input type="checkbox"/> CLEAR <input type="checkbox"/> OTHER _____ <p>BACK COVER</p> <input type="checkbox"/> VINYL: <input type="checkbox"/> BLK <input type="checkbox"/> BLUE <input type="checkbox"/> MAROON <input type="checkbox"/> CARD STOCK/COLOR _____ <input type="checkbox"/> OTHER _____
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COMMENTS

PRINT COLOR PICTURES/PHOTOS

IN: COLOR B/W (IF ANY)
 1 2 4 PHOTOS PER PAGE (CHECK ONE)
 PRINT INDEX PAGE

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

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