

Order Date / Time: _____ Acct # _____ Order # _____
 Due Date / Time: _____ Call When Ready: Yes No
 Name: _____ Email: _____
 Address: _____ City / State / Zip: _____
 Phone: Home _____ Work _____ Cell _____
 Quote given: At time of order Call with amount before production

L A R G E F O R M A T	REPRODUCTION SERVICE REQUESTED	OTHER TYPE OF SERVICE REQUEST Requires follow-up
	Job Name: _____	
	# of Originals _____	<input type="checkbox"/> Staple
	Copies of each x _____	<input type="checkbox"/> Bind Strip
	TL copy count = _____	<input type="checkbox"/> From Disk
		<input type="checkbox"/> Email
Engineering Size	Print on Media	Full Color Media
<input type="checkbox"/> 18 x 24	<input type="checkbox"/> Bond	<input type="checkbox"/> Photo
<input type="checkbox"/> 24 x 36	<input type="checkbox"/> Mylar film	<input type="checkbox"/> Poster
<input type="checkbox"/> 30 x 42	<input type="checkbox"/> Vellum	
<input type="checkbox"/> Other _____		
Reduce to	Enlarge to	
<input type="checkbox"/> Size _____	<input type="checkbox"/> Size _____	
<input type="checkbox"/> _____%	<input type="checkbox"/> _____%	
<input type="checkbox"/> Mirror Image	<input type="checkbox"/> Collate ^{3 3} _{2 2}	<input type="checkbox"/> Scan
<input type="checkbox"/> Negative Image	<input type="checkbox"/> Uncollated ¹	

S M A L L F O R M A T	Job Name: _____			
	# of Originals _____	<input type="checkbox"/> Staple upper left	<input type="checkbox"/> Collate	Reduce to
	Copies of each x _____	<input type="checkbox"/> Staple upper right	<input type="checkbox"/> Uncollated ^{3 3} _{2 2} _{1 1}	<input type="checkbox"/> Size _____
	TL copy count = _____	<input type="checkbox"/> Restaple Originals	<input type="checkbox"/> 3 Hole Punch	<input type="checkbox"/> _____%
				Enlarge to
				<input type="checkbox"/> Size _____
Paper Size	Sides to Copy	Binding	Cutting	
<input type="checkbox"/> 8.5 x 11	<input type="checkbox"/> 1 Sided	<input type="checkbox"/> Comb	<input type="checkbox"/> Explain _____	
<input type="checkbox"/> 8.5 x 14	<input type="checkbox"/> 2 Sided	<input type="checkbox"/> Coil	Folding	
<input type="checkbox"/> 11 x 17	<input type="checkbox"/> Same as Orig.	<input type="checkbox"/> Stapling on fold	<input type="checkbox"/> Half Fold	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Make 1 Sided = 2 Sided	<input type="checkbox"/> w / Covers _____ F B	<input type="checkbox"/> Tri-Fold	
	<input type="checkbox"/> Make 2 Sided = 1 Sided	<input type="checkbox"/> w / Acetate Front Back	<input type="checkbox"/> Other _____	

BLACK & WHITE COPIES	FULL COLOR COPIES
Print on Paper	Print on
<input type="checkbox"/> 20 lb White	<input type="checkbox"/> 20 lb White Paper
<input type="checkbox"/> 20 lb Pastel _____	<input type="checkbox"/> 28 lb Bright White Paper
<input type="checkbox"/> 24 lb Brite _____	<input type="checkbox"/> 80 lb Glossy Text Paper
<input type="checkbox"/> 28 lb Bright White	<input type="checkbox"/> 80 lb Smooth White Cardstock
<input type="checkbox"/> 24 lb Stationery	<input type="checkbox"/> PHOTO PAPER (requires scan)
	<input type="checkbox"/> Transparency
Print on Cardstock	
<input type="checkbox"/> 90 lb Index _____ White	
_____ Pastel	
<input type="checkbox"/> 65 lb Brite _____	
<input type="checkbox"/> 80 lb Special _____	
<input type="checkbox"/> Transparency	

Additional Instructions (Can write more on back):