

Notice for All Printing Requests

1. All duplication work will be done back to back unless otherwise specified.
2. All duplication work will be done on standard 8.5 x 11, 20 lbs. (21.59 cm x 27.94 cm, 9.08 kg) white paper
3. Each printed side constitutes an original.

Cut Size		Laminate
Ink Color		Pad
Stock Type		Fold
Stock Size		Punch
Stock Color		Shred
Tape Bind		Collate
Spiral Bind		Staple
Three Hole Drill		Reduce
One Side Only		Enlarge
Booklet (Multiples of 4)		Scan

Date	Account No.
Date Required	Phone
No. of Originals	Total Copies
Requested by	
Deliver to	
Signature	
Print Request Description	

Special Instruction

DO NOT WRITE BELOW THIS LINE

Code	Description	Quantity
106	Laminate	
107	Scans	
201	Postage	
301	Color Copy	
302	B/W Copy	
401	White / 8.5" x 11" / 20 lb.	
402	Color Paper / 8.5" x 11" / 20 lb.	
407	Bond / 25% / 8.5" x 11" / 20 lb.	
410	White / 8.5" x 14" / 20 lb.	
420	White Index / 8.5" x 11" / 90 lb.	
421	Colored Index / 8.5" x 11" / 90 lb.	

Code	Description	Quantity
427	8.5 x 11	
451	Outside Vendor	
460	NCR	
501	Collage	
502	Staple	
503	Fold	
504	Punch	
505	Pad	
506	Drill	
508	Plastic Bind	