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Company Name _____ Contact _____
 Address _____ E-Mail _____
 _____ Phone _____
 _____ Direct Line / Ext _____
 Project Name _____ PO # _____

Today's Date _____ **DATE DUE** Date _____ Time _____

Delivery Instructions

Deliver Originals To _____ Copies To _____
 Place in will call _____

Oce Large Format Black and White Copies-Plotting up to 36"

| # of Originals | Copies per Original | 20# Bond | 32# Bond | 20# Bond Color Blue Pink Green Yellow | | | | 20# Vellum | 4 Mil Mylar | <input type="checkbox"/> Same Size <input type="checkbox"/> Reduce / Enlarge to _____ % of Original <input type="checkbox"/> Bind <input type="checkbox"/> Staple <input type="checkbox"/> Loose <input type="checkbox"/> Fold to _____ <input type="checkbox"/> Scan to File <input type="checkbox"/> PDF <input type="checkbox"/> Tiff <input type="checkbox"/> Save to CD DPI <input type="checkbox"/> 200 <input type="checkbox"/> 400 | |
|----------------|---------------------|----------|----------|--|--|--|--|------------|-------------|---|--|
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Small Format Black and White Copies Up to 11" to 17"

| # of Originals | Copies per Original | 20# Bond | 24# Bond | Color Bond | Card Stock | Single Sided | Double Sided | 5-Bank Tabs | <input type="checkbox"/> Staple <input type="checkbox"/> GBC <input type="checkbox"/> Dbl Loop <input type="checkbox"/> Wire-O <input type="checkbox"/> Coil Bind <input type="checkbox"/> Spiral <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Screw Post <input type="checkbox"/> Tape <input type="checkbox"/> Pad <input type="checkbox"/> Fold to _____ <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> 1/4 <input type="checkbox"/> 3/8 | |
|----------------|---------------------|----------|----------|------------|------------|--------------|--------------|-------------|--|--|
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Large Format Color Copies and Plotting Up to 42" Wide

| # of Originals | Copies per Original | 24# Bond | 32# Bond | 7 Mil Gloss | Banner Poster | <input type="checkbox"/> Same Size <input type="checkbox"/> Reduce / Enlarge to _____ % of Original <input type="checkbox"/> Scan to File <input type="checkbox"/> PDF <input type="checkbox"/> Tiff <input type="checkbox"/> Save to CD DPI _____ | |
|----------------|---------------------|----------|----------|-------------|---------------|---|--|
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Small Format Color Copies Up to 12" x 18"

| # of Originals | Copies per Original | 24# Laser | 80# Gloss | Card Stock | Single Sided | Double Sided | 8.5" x 11" Transparency | <input type="checkbox"/> Same Size <input type="checkbox"/> Reduce / Enlarge to _____ % of Original <input type="checkbox"/> Collate <input type="checkbox"/> Fold to _____ <input type="checkbox"/> Scan to File <input type="checkbox"/> PDF <input type="checkbox"/> Tiff <input type="checkbox"/> Save to CD DPI _____ | |
|----------------|---------------------|-----------|-----------|------------|--------------|--------------|-------------------------|---|--|
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Additional Instructions

