



8400 E Iliff Ave Unit 12 Denver, CO 80231-3336 • Phone 303-755-8984 • Fax 303-755-8946

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	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____ _____ _____	

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		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____ _____ _____	

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 _____			
_____	_____	_____	_____	_____	_____	_____	_____	_____ _____ _____	

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 _____		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____ _____ _____	

Additional Instructions

