

<p>Today's Date</p> <p>Day/Date Due</p> <p>Time Due</p>	<p>Company</p> <p>Address</p> <p>Contact</p> <p>Phone</p> <p>Billing Reference</p>
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**Number of copies**

- As per original
- Black&White
- Color

**Single or Double sided?**

- As per original
- Single sided
- Double sided

**Paper Stock**

- Reg 20 lb. White
- Laser
- Other color type

**Originals**

- Rebind
- Restaple

**Paper Size**

- As per original
- 8.5 x 11
- Legal
- 11 x 17
- Other (specify)

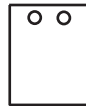
**Oversize**

- Roll      Fold
- Same size
- Reduce to
- Enlarge to

**Drill**



3-hole

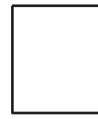
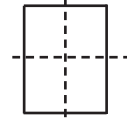
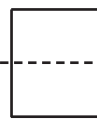


2-hole



Other (attach instructions)

**Folding**



Other (attach instructions)

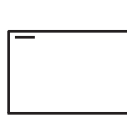
**Staples and clips**

As per original

Staple      Clip

Do not staple

**Staple position**



Saddle

**Dividers (Tabs and slipsheets)**

As per original

Slipsheets

Side tabs

Bottom tabs

Other. Attach instructions

**Binding**

GBC Spiral

Deposition

Velo

Tape

Acco

Coil

**Covers**

- |           |       |      |       |
|-----------|-------|------|-------|
| Clear     | Front | Back |       |
| Cardstock | Front | Back | Color |
| Vinyl     | Front | Back |       |
| None      | Front | Back |       |

Special instructions