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TODAY'S DATE: DATE DUE:

TODAY'S TIME: TIME DUE:

CHARGE TO:

ADDRESS:

TEL#: EXT:

PERSON PLACING ORDER:

EMAIL:

PURCHASE ORDER #:

PROJECT #:

PROJECT NAME:

PLEASE CHECK THE CIRCLE(S) THAT APPLY TO YOUR PROJECT OR COPY JOB

SPECIAL INSTRUCTIONS:

ISSUE/DESCRIPTION:

DEPARTMENT

NUMBER OF ORIG. NUMBER OF SETS

LARGE FORMAT COPY

Form section for Large Format Copy with fields for Size, Enlarge, Reduce, Paper Color, Binding, Fold Set, Redline, and Burn Scanned.

SMALL FORMAT COPY

Form section for Small Format Copy with fields for Size, Single/Double Sided, Color of Cover, Binding, and Other Instructions.

COLOR SMALL & LARGE FORMAT

Form section for Color Small & Large Format with fields for Size, Same Size, Enlarge/Reduce, Mount, Paper, and Other Instructions.

PLEASE PICK YOUR DELIVERY METHOD:

Delivery

Pick-up

FEDERAL EXPRESS



PRIORITY OVERNIGHT
STANDARD OVERNIGHT

GROUND
OTHER

COPIES TO:

ORIGINALS TO:

PLEASE SEE ATTACHED DOCUMENTS