

REPRO ORDER



Document Solutions

DATE: _____

819 STATE STREET
 CAYCE, SC 29033
 MAIN: (803) 254-2561
 FAX: (803) 252-7572
 TOLL FREE: (800) 933-5206

BILL TO: _____

SHIP/DELIVER

ATTENTION: _____

JOB NAME: _____

DUE DATE: _____

JOB NUMBER: _____

TIME DUE: _____

| | | |
|---------------|-----------------|-----------------|
| ORIGINALS TO: | HOLD FOR PICKUP | CALL WHEN READY |
|---------------|-----------------|-----------------|

PRINTING REQUIREMENTS

| | | | | |
|--|---|---|---|--|
| LARGE DOCUMENT <input type="checkbox"/> SAME SIZE <input type="checkbox"/> ENLARGE/REDUCE TO: _____ | <input type="checkbox"/> BIND <input type="checkbox"/> DO NOT BIND | <input type="checkbox"/> SAME SIZE <input type="checkbox"/> ENLARGE TO: _____ <input type="checkbox"/> REDUCE TO: _____ | MEDIA <input type="checkbox"/> BOND <input type="checkbox"/> VELLUM <input type="checkbox"/> FILM | SPEC COPIES <input type="checkbox"/> 2-SIDED <input type="checkbox"/> 1-SIDED <input type="checkbox"/> COVER _____ <input type="checkbox"/> BIND _____ <input type="checkbox"/> DO NOT BIND <input type="checkbox"/> STAPLE |
|--|---|---|---|--|

| | | | |
|--|--|---|--|
| LARGE COLOR OUTPUT/SCANNING <input type="checkbox"/> FROM DISK PROGRAM _____ <input type="checkbox"/> SCAN SIZE _____ | FINISHING <input type="checkbox"/> FOAMCORE <input type="checkbox"/> GATOR BOARD <input type="checkbox"/> SINTRA BOARD <input type="checkbox"/> GLOSS LAMINATE <input type="checkbox"/> MATTE LAMINATE | TRIM <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> SILVER <input type="checkbox"/> GOLD | COLOR COPIES <input type="checkbox"/> SAME SIZE <input type="checkbox"/> ENLARGE TO: _____ <input type="checkbox"/> REDUCE TO: _____ |
|--|--|---|--|

| NO. ORIGINALS | NO. EACH | TOTAL | SIZE | DESCRIPTION |
|---------------|----------|-------|------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SPECIAL INSTRUCTIONS:

RECEIVED BY: _____