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Date: _____

Due Date: _____

Due Time: _____

Bill To:

Name: _____
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Email: _____
PO#: _____

Ship To:

Name: _____
Address: _____
Contact: _____ Phone: _____
Email: _____
PO#: _____

☐ RUSH ☐ Delivery ☐ Call When Done ☐ Will Call ☐ UPS ☐ FedEx ☐ DHL ☐ Other

Large Document B/W Copying

ORIG _____ # SETS _____ ☐ Bond ☐ Vellum ☐ Mylar ☐ Scan to CD Format _____ Red/Eng % _____ ☐ Bound ☐ Loose

ORIG _____ # SETS _____ ☐ Bond ☐ Vellum ☐ Mylar ☐ Scan to CD Format _____ Red/Eng % _____ ☐ Bound ☐ Loose

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Special Instructions: _____

Small Document B/W Copying

1. # ORIG. _____ # SETS _____ Size _____	<input type="checkbox"/> Single Sided <input type="checkbox"/> Plain Paper <input type="checkbox"/> 3 Hole	Front/ Back _____
	<input type="checkbox"/> Double Sided <input type="checkbox"/> Colored Paper	Binding _____
2. # ORIG. _____ # SETS _____ Size _____	<input type="checkbox"/> Single Sided <input type="checkbox"/> Plain Paper <input type="checkbox"/> 3 Hole	Front/ Back _____
	<input type="checkbox"/> Double Sided <input type="checkbox"/> Colored Paper	Binding _____
3. # ORIG. _____ # SETS _____ Size _____	<input type="checkbox"/> Single Sided <input type="checkbox"/> Plain Paper <input type="checkbox"/> 3 Hole	Front/ Back _____
	<input type="checkbox"/> Double Sided <input type="checkbox"/> Colored Paper	Binding _____

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