Number of Sides ___________ Number of Copies Each ___________ Back to Back □ YES □ NO
Collate: □ YES □ NO Staple: □ Upper Left Corner □ 2 Left Side □ None
Color of Paper ___________________________ Paper Weight □ Regular □ Offset □ Cardstock
Color of Covers ___________________________ Paper Weight □ Regular □ Offset □ Cardstock
Sheet Size: □ 8 1/2 x 11 □ 8 1/2 x 14 □ 11 x 17 Carbonless NCR □ 2 Part □ 3 Part
Color of Ink □ Black □ Other____________________ □ Full Color Copies
Cut to Finish Size ___________ x ___________ Total of Copies When Cut ___________
Fold: □ Half □ Thirds □ Accordion □ Quarters Padding: □ Top Edge □ Side Edge
☐ Tape Bind ☐ Booklets (folded in half, stapled in the middle) Finished Size □ 5 1/2 x 8 1/2 □ 8 1/2 x 11
SPECIAL INSTRUCTIONS:

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NEW
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Approved ___________________________ Department Chairman or Secretary

FOR OFFICE USE ONLY

Charges

Copies __________________
Typesetting __________________
Finishing (Cut, Fold, Booklets) __________________
Printing (Plates, Ink Charges) __________________
Computer Charges __________________

Total __________________

1-9-02