



# COPY AND PRINT Reprographics

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## MUST BE FILLED IN

Today's Date \_\_\_\_\_

Due Date \_\_\_\_\_

Time Due \_\_\_\_\_

DELIVER \_\_\_\_AM \_\_\_\_PM

### REFERENCE NAME OR NUMBER

Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Ext: \_\_\_\_\_

P. O. # \_\_\_\_\_

On Tab  On Invoice

### DIGITAL BLUEPRINTS

BOND BLACK & WHITE

BOND COLOR

LOOSE

STAPLE

BIND

FOLD

VELLUM

MYLAR

*Reverse or Correct*

SCALE CHANGE

from \_\_\_\_\_ to \_\_\_\_\_

COURTHOUSE PACKAGE

*2 Photo + One Mylar*

### SAVE TO SERVER

Keep my originals on file electronically.

\_\_\_\_\_  
Your Job Name

Please refer to this job name when placing orders.

### SCAN TO CD or EMAIL

SCAN AS

COLOR

B&W

SAVE AS

JPEG

TIFF

PDF

SCAN to CD

SCAN and EMAIL to:

Job Name	Material Wanted	# of Copies	Finishing	# Orig.	TOTAL #	Size
				OFFICE	USE	ONLY x
				OFFICE	USE	ONLY x
				OFFICE	USE	ONLY x
				OFFICE	USE	ONLY x

### SPECIAL INSTRUCTIONS

### B&W/COLOR COPIES (Letter/Legal/Ledger)

Black & White

Color

Both

Job Name	# of Originals	# of Copies	Total # of Copies	Size	Paper Stock & Color

### Finishing Instructions (Please circle all that apply. If circling YES, please check preferences)

#### COPY

Single Sided

Double Sided

#### STAPLE Y/N

1 Staple

2 Staple

#### PUNCH Y/N

2 Hole

3 Hole

#### BINDERY Y/N

Spiral

Comb (GBC)

Unibind

Acco Bind-Black Tape

#### COVERS Y/N

Transparent

Front

Back

Cardstock

Front

Back

Color \_\_\_\_\_

Signature

Printed Name