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Customer: _____

 Date: _____
 Ordered By: _____

Color Copies (up to 12 x 18)

# of Originals	Description	# of Sets	Paper (A)	Stamp (B)	Folding (C)
			1) White	1) Time	1) Letter
			2) Blue	2) Title	2) Zig-Zag
			3) Yellow	3) Date	3) Double
			4) Pink	4) Other	4) Single
			5) Green		
			6) Bright		

B&W Copies (up to 12 x 18)

# of Originals	Description	# of Sets	Finishing (D)		Scans (E)
			1) Loose	7) Coil	
			2) Staples	8) Wire-O	1) B&W 6) Color
			3) Comb	9) Booklet	2) Greyscale
			4) Hole Punch		3) 200 DPI 7) 300 DPI
			5) Two-Sided		4) 600 DPI
			6) Screw Post		5) TIFF 8) PDF

Wide Format

Finishing (F) Paper (G) Stamp (H) Scans (I)

# of Originals	Description	# of Sets	1) Loose	1) White	1) Time	1) B&W
			2) Staples	2) Blue	2) Title	2) Greyscale
			3) Hole Punch	3) Yellow	3) Date	3) 200 DPI
			4) Screw Post	4) Pink	4) Other	4) 300 DPI
			Special (J)	5) Green		5) 600 DPI
			1) Reduce	6) Bright		6) TIFF
			2) Enlarge			7) PDF
			3) Deskew			
			4) Despeckle			

Special Options/Instructions

NCR (K) Scan Media (L)

# of Originals	Description	# of Sets	1) 2 Part	1) CD
			2) 3 Part	2) Flash Drive
			3) 4 Part	3) Email
				4) Upload Online

Prints To:

Fed Ex
 Deliver
 Pickup
 Overnight

Subtotal	
TAX	
Overnight	
FED EX	
TOTAL	