



Business Document Services

Request for Photocopy Service

Ordered by: _____	Due Date ___ / ___ / ___
Client Ref #: _____	Time Due: _____ am pm
Original from file _____ type (ie pdf, psd)	Copy from hard originals _____

LARGE FORMAT *Please Fill In & Circle Choices*

Number of Originals _____	x	Number of Copy Sets _____		
Size for Size	Reduce to _____ %	Enlarge to _____ %		
Color for Color	Color for B&W	Black & White		
20# Bond	Vellum	Mylar	Photo Gloss (Color Only)	32# Bond (Color Only)
Roll & Rubberband	Fold as Set	Fold Individually	Staple	Staple w/binds
Save to CD	Save to Hard Drive	Email to: _____		

8.5 x 11 Copy *Please Fill In & Circle Choices*

Number of Originals _____	X	Number of Copy Sets _____
Single Sided (1/1)	Convert Single to Double Sided (1/2)	
Double Sided (2/2)	Convert Double to Single Sided (2/1)	
Color for Color	Color for B&W	Black & White
Tab as Original	Slipsheet for Tab	Copied to _____ Colored Paper
Slipsheet for Slipsheet		

Binding & Finishing *Please Fill In & Circle Choices*

GBC (comb)	Spiral	Velo	3 HP	Staple	Clip	Chicago Screw
Covers / Backers Cardstock _____	Color	Acetate	Vinyl			

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**** Any additional instructions please put on back ****

Additional Instructions: