

For Office Use

QC'ed by: _____

QC check box



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Date that the job was taken in on: _____ Time: _____

Absolute latest deadline: _____ **Time:** _____

Work order written by: _____

Job Instructions

of copies to be made: _____

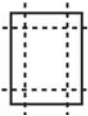
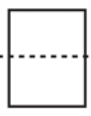
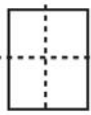
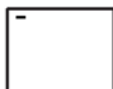
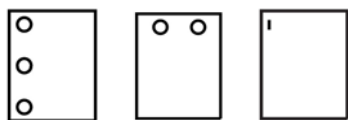
Make Copies

- Exactly Per Original
- Single sided
- 8.5 x 11
- Sized per size of originals
- 3-hole
- Reduce to 8.5 x 11
- Laminate size _____
- Other: _____
- B & W
- Double sided
- 8.5 x 14
- 2 hole drilled on top
- Color
- 11 x 17

Oversize

- B & W
- Same size
- Reduce to _____
- Enlarge to _____
- Fold
- Roll
- Color
- Foam board mount
- Laminate

Finishing



Tabs

- Side tabs
- Bottom tabs
- Letters

- Exhibit letters

- Numbers

- Exhibit numbers

- Custom tabs
(attach text)

Binding

- GBC bind
- Velo bind
- Deposition bind
- Wire bind
- Clear front
- Cardstock front
- Cardstock color _____
- Padding - #of sheets per pad _____
- Orientation
- Coil bind
- Acco
- 3-ring binders
- Clear View
- Black vinyl back
- Cardstock back



Special Instructions: _____
