



ORDER FORM

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<p><u>BRIEFS</u> <input type="checkbox"/> # of sets, besides Original <input type="checkbox"/> Repeat Cover <input type="checkbox"/> Color of Cover <input type="checkbox"/> # Copies to Velobind <input type="checkbox"/> # Copies to Staple (2-left side) <input type="checkbox"/> Staple Original <input type="checkbox"/> Velo-bind Original <input type="checkbox"/> Clip Original <input type="checkbox"/> Rubber-band Original <input type="checkbox"/> See Special Instructions</p>	<p><u>COPYING DOCUMENTS</u> How many copies do you need? All documents copied single sided, 20 # white, letter size, unless otherwise noted <input type="checkbox"/> Copy same as originals <input type="checkbox"/> Copy all 1-sided <input type="checkbox"/> Copy all 2-sided <input type="checkbox"/> Convert 2-sided to 1-sided <input type="checkbox"/> Copy all letter size <input type="checkbox"/> Copy all legal size <input type="checkbox"/> Copy same size as originals <input type="checkbox"/> Reductions or Enlargements - See Special Instructions <input type="checkbox"/> Copy selected pages (flagged/clipped) <input type="checkbox"/> Copy Checks <input type="checkbox"/> 1 per pg <input type="checkbox"/> 2 per pg <input type="checkbox"/> 3 per pg <input type="checkbox"/> Copy Front of check only <input type="checkbox"/> Insert color slip sheets <input type="checkbox"/> same as originals <input type="checkbox"/> only between sets <input type="checkbox"/> Other Instructions: _____</p>
<p><u>FINISHING DOCUMENTS (Same as originals, unless otherwise noted)</u> <input type="checkbox"/> Finish same as originals <input type="checkbox"/> Drill <input type="checkbox"/> 2 hole top <input type="checkbox"/> 2 hole side <input type="checkbox"/> 3 hole side <input type="checkbox"/> Comb bind <input type="checkbox"/> Re-comb-bind originals <input type="checkbox"/> Velo-bind <input type="checkbox"/> Re-velobind originals <input type="checkbox"/> Prong fasteners (Acco) <input type="checkbox"/> Staples <input type="checkbox"/> 1 top left <input type="checkbox"/> 2 left side <input type="checkbox"/> Hand staple <input type="checkbox"/> Covers-same as orig. <input type="checkbox"/> Clear front <input type="checkbox"/> Cardstock <input type="checkbox"/> Leatherette <input type="checkbox"/> Other Covers <input type="checkbox"/> Binder Clips <input type="checkbox"/> Put in Folders <input type="checkbox"/> Put in Redwells <input type="checkbox"/> Put in Binders <input type="checkbox"/> Rubber-band</p>	<p><u>COLOR COPIES</u> <input type="checkbox"/> Copy color in color <input type="checkbox"/> Copy color in B & W <input type="checkbox"/> Color photo's <input type="checkbox"/> 1 per pg <input type="checkbox"/> 2 per pg <input type="checkbox"/> 3 per pg <input type="checkbox"/> Wt of Paper (20/28/32) <input type="checkbox"/> Post its - Remove & replace <input type="checkbox"/> Post-its-Copy on page <input type="checkbox"/> Post-its-Copy on separate page <input type="checkbox"/> Tabs-same as originals <input type="checkbox"/> Copy tabs <input type="checkbox"/> Slip-sheets for tabs</p>
<p><u>SCANNING DOCUMENTS</u> _____ File format (single or multi page tif, pdf) <input type="checkbox"/> Combine files <input type="checkbox"/> OCR (Word searchable) <input type="checkbox"/> Electronic Pagination <input type="checkbox"/> Prefix _____ Suffixes Beginning # _____ <input type="checkbox"/> # of scanned disks <input type="checkbox"/> Print from Disk <input type="checkbox"/> # of sets to print <input type="checkbox"/> See Special Instructions</p>	<p><u>SPECIAL INSTRUCTIONS:</u></p>
<p><u>MEDIA DUPLICATION</u> <input type="checkbox"/> AUDIO TAPES <input type="checkbox"/> # of copies <input type="checkbox"/> # of minutes <input type="checkbox"/> Create Label <input type="checkbox"/> Convert to CD <input type="checkbox"/> VHS TAPES <input type="checkbox"/> # of copies <input type="checkbox"/> # of minutes <input type="checkbox"/> Create Label <input type="checkbox"/> Convert to DVD <input type="checkbox"/> Compact Disks <input type="checkbox"/> # of copies <input type="checkbox"/> Single Layer <input type="checkbox"/> Dual Layer <input type="checkbox"/> Create Label <input type="checkbox"/> Convert CD to DVD <input type="checkbox"/> Convert Floppy to CD <input type="checkbox"/> Convert zip to CD <input type="checkbox"/> DVD <input type="checkbox"/> # of copies <input type="checkbox"/> Create Label</p>	