

COLOR COPY REQUEST FORM

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Requested by _____ Phone: _____
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Division: _____ Account # _____

Job Title: _____

Special Instruction: _____

Paper Color: _____

PAPER:

- Regular Card Stock
- Glossy Glossy Cover
- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Special Size _____

SPECIAL INSTRUCTIONS:

- COLLATE & STAPLE
- SINGLE SIDED
- RUN BACK-TO-BACK
- 3-HOLE PUNCH
- PUNCH & BIND
- TRI-FOLD Z-FOLD 1/2 FOLD
- CUT TO SIZE _____
- TRANSPARENCIES
- LAMINATE
- OTHER _____

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