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Division: __________________________ Account #: ____________

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Special Instruction: __________________________

Paper Color: __________________________

PAPER:

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

OFFICE USE ONLY

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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