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Special Delivery

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How many copies
do you need?

Time and
Date Needed

Job Description / Case Name

Copying

- All 8.5" x 11
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- 2 Sided to 2 Sided
- 1 Sided to 2 Sided
- All 11" x 17"
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- 2 Sided to 1 Sided
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- Copy Color In: Color Black & White
- Enlarge To: _____ Reduce To: _____
- Put _____ Photos Per Page

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- Bind Copies Same As Original

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- Tab Same As Originals Copy Tabs Slipsheet
- Post - its**
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- Bate Label: Originals Copies
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- Add'l Comments _____

Large Format / Oversize

- B & W Digital Color
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- Reduce To: 8.5" x 11" 11" x 17"
- 8.5" x 14" _____
- Enlarge To: 18" x 24" 36" x 48"
- 24" x 36" _____
- Mounted Lamination B & W - Hi-Lite
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- Imaging - Scan to Disk Need Disks
- Digital Design Work Needed

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- Or File: _____
- Date Of Loss: _____

Standard Language Yes _____ NO _____

Small Items _____ per page _____

