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Project Title: \_\_\_\_\_

Circle Your Print Choice	Number of Copies Requested	Pages To be Copied	JOB Total	F/B	Comb Bound	Pad	Cut	3HP	Collate	Staple: Corner L R Side 2 L R Saddle	Fold: Letter "Z" Half
A. B/W or Color											
B. B/W or Color											
C. B/W or Color											
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Special Instructions: \_\_\_\_\_

**Paper Selection: please note your choice(s)**

WHITE PAPER Size: 8.5 x 11 8.5 x 14 11 x 17 Weight: 20# 28# 32#

20# Multipurpose Color \_\_\_\_\_ NCR/Carbonless: 2-pt 3-pt 4-pt

**Bound Project Contents or Other Projects:** 8.5 x 11 8.5 x 14 11 x 17

Weight \_\_\_\_\_ Type/Name \_\_\_\_\_ Color \_\_\_\_\_

Weight \_\_\_\_\_ Type/Name \_\_\_\_\_ Color \_\_\_\_\_

**COVERS:** Front 1 Side F/B Blank Back 1 Side F/B Blank

8.5 x 11 8.5 x 14 11 x 17

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Weight \_\_\_\_\_ Type/Name \_\_\_\_\_ Color \_\_\_\_\_

**SUPPLIED OWN PAPER FOR :** All Page # \_\_\_\_\_

Total Copies	B/W .03 C.<100=.38 <250 = .33 <500 = .28 <1000 = .23 01-31111	Paper Cost .01 B &W .02 Color 01-31113	Added Paper Cost 01-31113	Comb Bound .30 /set 01-31111	Lamination Letter .40 Legal .50 Menu .75 Supplies 01-31113	Cutting Folding Padding Stapling 01-31111	Total Cost
B/W							
Color							

Project Ending Meter: \_\_\_\_\_ Date Complete: \_\_\_\_\_

Project Start Meter: \_\_\_\_\_ Operator: \_\_\_\_\_

Total Images: \_\_\_\_\_ Waste: \_\_\_\_\_ Revised 8/1/07