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NO. of Originals _____ 1 Sided ☐ Color ☐ Date: _____
NO. of Copies _____ 2 Sided ☐ B/W ☐ Date Needed: _____

Job Title: _____

Type of Paper: _____

Bindery - Coil ☐ Staple - Corner ☐ Posters ☐ Size: _____
Saddle Stitch ☐ Side ☐ Banners ☐ Mounting ☐ Laminating ☐

Folding type:

Letter ☐ Half ☐ Double Parallel ☐ Other Description: _____

Additional Information: _____

Budget #

Requestor: _____

Phone Number: _____

Site: _____