

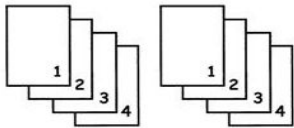
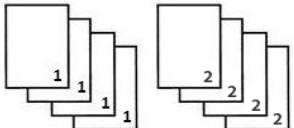
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<p># of Originals (each side counts as one): _____</p> <p>PAPER COLOR: _____ <i>(White if Blank)</i></p> <p>Weight : Regular Cardstock</p> <p>Sided Copies: 1to1 1to2 2to2 2to1</p> <p>3-HOLE Yes No <i>Can only be done on long edge of 8.5x11</i></p> <p>STAPLE: Yes Portrait Landscape Dual</p> <p>COLLATED Copies come back in sets</p>  <p>UNCOLLATED Copies come back in stacks</p>  <p style="text-align: center;"><i>(Does not get stapled)</i></p> <p>SPECIAL INSTRUCTIONS: _____ _____ _____</p>	<p># of Copies : _____</p> <p>COLOR INK Copies: Yes No <i>Color jobs must have authorization</i></p> <hr/> <p>SUPERVISOR'S AUTHORIZATION</p> <p>COVERS: Color: _____ <i>(White if Blank)</i></p> <p>Weight: Regular Cardstock</p> <p>FRONT:PRINT ON: Outside Inside Both Blank</p> <p>BACK:PRINT ON: Outside Inside Both Blank</p> <p>BINDINGS: Comb Tape <i>Min. 14 pgs, long edge only</i></p> <p><i>(All Bound jobs require a card-stock cover, please select above)</i></p> <p>Enlarged SIZE: 11" x 17" (Tabloid) 8.5" X 14" (Legal)</p> <p>Folded Booklet: Small 8.5x11 folded = 5.5x8.5 Med 8.5x14 folded= 5.5x7 Large 11x17 folded = 8.5x11</p> <p>NCR CARBONLESS: 2-Part 3-Part 4-Part</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">White</td> <td style="border: none;">White</td> <td style="border: none;">White</td> </tr> <tr> <td style="border: none;">Yellow</td> <td style="border: none;">Yellow</td> <td style="border: none;">Yellow</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Pink</td> <td style="border: none;">Pink</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;">Gold</td> </tr> </table> <p>Fold: Cut: Pad:</p> <p>Laminating: "24x11" is considered one job *Job will come back uncut</p>	White	White	White	Yellow	Yellow	Yellow		Pink	Pink			Gold
White	White	White											
Yellow	Yellow	Yellow											
	Pink	Pink											
		Gold											

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BUDGET CODE (BOCES USE ONLY)

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