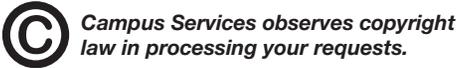


Name: _____ Phone: _____

Job Name: _____

Acct # _____



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Signature _____

Authorized Budget Signature: _____

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Copies Wanted: _____ Number of Pages: _____ Total Copies: _____

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- One Sided Two Sided
- Cut Fold
- Drilling Padding
- Booklet Insert / Stuffing
- Collate Staple
- Spiral Bind

- NCR**
(carbonless)
- 2 part 4 part
250 sets per ream 125 sets per ream
 - 3 part 5 part
167 sets per ream 100 sets per ream

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Qty Up per Sheet: _____

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Total Job Time: _____

Waste: _____

Operator Initials: _____

Special Instructions:

Paper

- 20# 8.5 x 11
- 24# Astrobright 8.5 x 11
- 90# index 8.5 x 11
- 20# 8.5 x 14
- 20# 11 x 17
- Paper Provided _____
- Tabs Qty Sets _____ (5 tabs per set)
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Date Completed: _____	Total Charges: _____
/ /	\$
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