

Copy Instructions

CM#/Billing Reference

Number of Sets _____

Job Description (select one):

- Copy All
- Pick-n-Choose (See Special Instructions)
- See Special Instructions

Do we Copy (select all that apply):

- Covers Spines
- Redwelds File Folder Covers
- File Folder Tabs Index Tabs
- Color Slipsheets Color sheets with Info
- Envelopes Carbonless Forms
- Standard Language

Color Pages (select one):

- All B/W Any Color for Color
- Color for color graphs, charts, photos only
- See Special Instructions

Post-it Notes/Flags:

- Remove and replace - do not copy Post-its/Flags
- Copy as separate page
- See Special Instructions

Oversize:

- Size As Originals
- Reduce to:
- Fold Roll

Copy Size (select one):

- As Originals
- All on 8.5"x11"
- See Special Instructions

Sides (select one):

- As Originals Convert 2-sided to 1-sided
- Convert 1-sided to 2-sided

Paper Type:

- Plain 3-Hole Velo Side
- Velo Top GBC
- As Originals See Special Instructions

Special Items:

- PhotosChecks:** How many per page _____
Copy backs YES NO
- Computer Forms:**
OK to Burst YES NO

Media found in originals: Ignore Copy face

- Duplicate See Special Instructions

Finishing Information:

- Originals:** Reassemble As Is See Special Instructions
- Copies:** Assemble As Originals See Special Instructions
- Rubberband/Clip per:**
 Folder Redweld Binder Book

Tabs (select all that apply):

- Numeric Exhibit
- Alpha Custom (5 Step)
- Side Bottom
- Customer Supplied

Binders(Clear view)

- Best Fit
- Customer Supplied
- See special Instruction

Binding Position/Type

- Side
- Top
- GBC Wire-O Acco Velo
- Coil

Binding Element Color/Covers

- Front Cover:** Clear Black Other
- Back Cover:** Clear Black Other

Special Instructions: