

Printing Instructions

How many sets:

CM#/Billing Reference:

Print All, or Selected Files/Folders(select **one):**

- All
- See Special Instructions

Single-Sided or Double-Sided(select **one):**

- Single
- Double
- See Special Instructions

Color Pages (select **one):**

- All B/W
- Color for color (any files with color compression regardless of content)
- See Special Instructions

Paper Type (select **all that apply):**

- Regular 20lb
- Laser 24lb
- See Special Instructions

Paper (select **all that apply):**

- Plain
- 3-Hole
- Velo Side
- See Special Instructions

Size (select **one):**

- Size for size
- All on 8.5"x11"
- Oversize
- See Special Instructions

FINISHING

Assembly (select **one):**

- Slipsheet per doc
 - Blank
 - With Info – See special Instructions

- Staple per Document
- Loose
- Bind
- See Special Instructions

Tabs (select **all that apply):**

- Numeric
- Exhibit
- Alpha
- Custom (5 Step)
- See Special Instructions

Binders(Clear view)

- Black
- Customer Supplied
- See special Instructions

Binding Position/Type

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

Covers

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

Other Supplies:

- Folders: 3 cut Straight Cut
- Redwelds: Letter Legal
- See Special Instructions

Special Instructions: