

Copy Connection

614-450-6146

School/Dept: _____ Requested by: _____

Billing Code: _____ Date _____ Rush Rush Charge \$10 min or 5% of job

Printing Specifications / Special Instructions:

No. Originals: _____

No. Copies Each: _____

Total No. Copies: _____

Print Front & Back:

Finishing Specifications

Collated: Staple (mark staple location choice max 60 sheets)

Cut or Trim: Padded: (100/pad) Laminating: Folding: Call for options.

Paper Specifications Mark the color you want with an X.

Size: 8.5 x 11 is used unless identified below	Plain:	Blue 14	Canary 14	Cherry	Green 14	Orchid	Pink 14	Salmon	White 14 17
8.5 x 14 <input type="checkbox"/>	Ultra:	Gold	Green	Kelly Green	Orange	Pink	Red	Yellow	
11 x 17 <input type="checkbox"/>	Three Hole:	°Blue	°Canary	°Green	°Pink	°White			
(14 and 17 inch stock colors indicated at right)	Card Stock:	Blue	Canary	Cherry	Cobalt Blue WKHS	Green	Red TWHS	Salmon	White

Booklet Specifications Please call for booklet questions.

Fold & Center Staple: (50 sheet max. Indicate Paper Cover and color in Special Instructions 3-Day Turn-Around)

NCR Specifications

NCR: (50 set minimum) 2-part 3-part 4-part

Color Printing Specifications

No. Originals: _____	Front & Back: <input type="checkbox"/>	White <input type="checkbox"/>	White Card Stock <input type="checkbox"/>
No. Copies Each: _____		8.5 x 11 <input type="checkbox"/>	8.5 x 11 <input type="checkbox"/>
Total No. Copies: _____		8.5 x 14 <input type="checkbox"/>	
		11x17 <input type="checkbox"/>	11x17 <input type="checkbox"/>