

Copy Central

Account Number _____

Email Address _____

Full Name _____

School Name _____

Today's Date _____

Department _____

No of Originals _____

Sets Needed _____

Date Needed _____

Time Needed _____

Letter Size

Legal Size

11" x 17"

3 Hole Punch

Poster Banner

Color B/W

Paper

Outdoor Vinyl

Size

Special Instructions

Standard White

Recycled White

Pastel

Hot

Card Stock

Fine Stationary

Transparency

Label/Stickv Back

One Side Only

Front and Back

Full Color Copy

NCR 2p 3p 4p

Finishing

Cut Fold

Laminate

Binding Options - Choose One

Coil Spiral Saddle Stitch Perfect Book (Add 2 days)

Copy Central Use Only

Date Pick Up _____

AM PM

Date Delivered _____

AM PM

Checked By _____

Thank You - Copy Central - 2150 Powers Ferry Road NE - 678-540-5808 - www.copycentralga.com