

Reproduction Order

Date	Dept.	Job Number	Unit	Work Package	Ordered by	M.S./Extn.
------	-------	------------	------	--------------	------------	------------

Description	No. of Originals	No. of Copies Req'd	Extra Copies	Send Extra Copies to	Return Vellum to
					<div style="background-color: black; color: white; padding: 2px;">Special Requests</div> Holes : <input type="checkbox"/> 2 Holes <input type="checkbox"/> Spiral <input type="checkbox"/> 4 Holes <input type="checkbox"/> None Sides : <input type="checkbox"/> Single <input type="checkbox"/> Double Size : <input type="checkbox"/> Full <input type="checkbox"/> Reduce If Reduce : <input type="checkbox"/> A0 ⇨ <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A1 ⇨ <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A2 ⇨ <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A3 ⇨ <input type="checkbox"/> A4

Black & White = L Multilith = M
 Reproducible = R Xerox = X

For Reproduction Dept. Only											
Code	Black & White						Multilith			Xerox	Foto
	1	1	1	1	1	1	21	23	29	31	91
Size / Cost											
Copies											