

# Xerox Copy Form

**CUSTOMER INFORMATION**      PRINT CENTER PHONE: 475-220-1596      EMAIL: XEROX.COPY@NEW-HAVEN.K12.CT.US

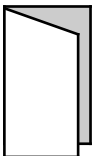
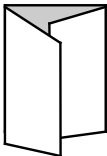
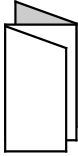
<b>NAME:</b>	<b>DATE SUBMITTED:</b>	<b>FINISH DATE REQUESTED:</b>
<b>SCHOOL/DEPARTMENT:</b>	<b>E-MAIL:</b>	<b>TELEPHONE OR CELL PHONE:</b>

<b>NUMBER OF ORIGINALS:</b>		<b>NUMBER OF COPIES:</b>	
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**PLEASE MARK WITH A: X**

COPIES PRINTED IN:		PAPER SPECIFICATION: (CHECK ONE)		FORMAT	
<b>BLACK &amp; WHITE</b>		8.5 X 11		1 TO 1 SIDED	
<b>COLOR</b>		8.5 X 14		1 TO 2 SIDED	
COLOR COPIES NEED A PURCHASED ORDER FORM		11 X 17		2 TO 2 SIDED	
				2 TO 1 SIDED	

FINISHING REQUIREMENTS:		PAPER STOCK		COVER STOCK	
• <b>COLLATED</b>		WHITE		WHITE	
• <b>UNCOLLATED</b>		YELLOW		YELLOW	
<b>3 HOLE</b>		ORCHID		ORCHID	
<b>STAPLE</b>		PINK		PINK	
<b>2 STAPLES</b>		GREEN		GREEN	
<b>USE 1<sup>ST</sup> PAGE AS FRONT COVER</b>		BLUE		BLUE	
<b>PRINT FRONT COVER BLANK</b>		IVORY		IVORY	
<b>USE LAST PAGE AS BACK COVER</b>		CREAM		CREAM	
<b>PRINT LAST PAGE BLANK</b>		GOLDENROD		GOLDENROD	
<b>BOOKLET (8.5x11)</b>					
<b>BOOKLET (11x17)</b>					

SINGLE FOLD		FOLDING		Z FOLD	
		<b>C FOLD</b> 			

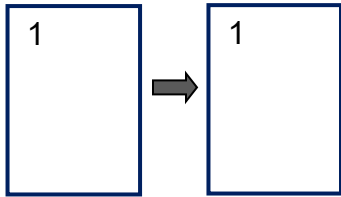
**SPECIAL INSTRUCTIONS:**

<b>PICK UP</b>	<input type="checkbox"/>
<b>INTEROFFICE MAIL</b>	<input type="checkbox"/>

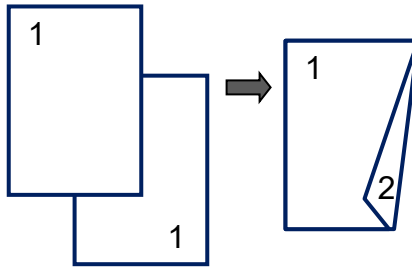
**PRINT JOBS RECEIVED BETWEEN 3:00PM TO CLOSING WILL GET NEXT DAY SERVICE.**

## FORMAT

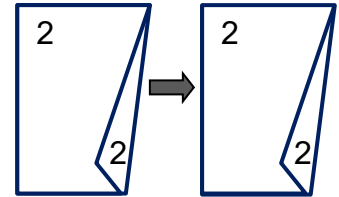
1 TO 1 SIDED



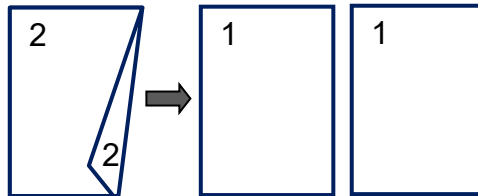
1 TO 2 SIDED



2 TO 2 SIDED

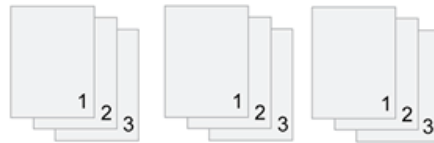


2 TO 1 SIDED



## THE DIFFERENCE FROM COLLATED AND UNCOLLATED.

Collated



Uncollated

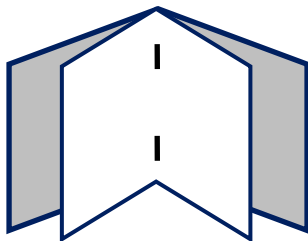


## BOOKLET

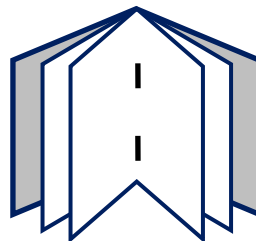
**8.5X11 (WHEN FOLD SIZE IS 4.25X5.5)**

**11X17 (WHEN FOLD SIZE IS 8.5X11)**

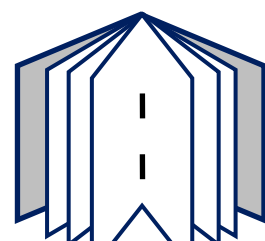
THE NUMBER OF PAGES HAS TO BE BY 4 AND THE MOST WE COULD DO IS 80 PAGES OF 8.5X11



**8  
PAGES**



**12  
PAGES**



**16  
PAGES**

**FOR 8.5X14 WE ONLY HAVE WHITE PAPER.**

**FOR 11X17 WE ONLY HAVE WHITE PAPER AND CARD STOCK.**

**PLEASE SUBMIT PRINT - READY ORIGINALS, PROVIDE ORIGINALS OR A FILE, WHICH NEEDS NO TYPE SETTING, PHOTO SCANNING OR ARTWORK ALSO PLEASE MAKE SURE THAT THERE'S NO STAPLES.**

**FOR INTEROFFICE MAIL MORE THEN A BOX YOU WILL HAVE TO PICK UP.**

**THANK YOU!**