Order Form
Student Center—Room 206
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<table>
<thead>
<tr>
<th>Signature of Person Responsible For Departmental Budget</th>
<th>Purchase Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todays Date __________________</td>
<td># of Pages ____________</td>
</tr>
<tr>
<td>Date Needed __________________</td>
<td># of Copies ____________</td>
</tr>
<tr>
<td>Name ________________________</td>
<td>Phone ________________</td>
</tr>
<tr>
<td>Dept. ________________________</td>
<td>Fax ________________</td>
</tr>
<tr>
<td>Title of Job __________________</td>
<td></td>
</tr>
<tr>
<td>DELIVER THIS JOB TO: BUILDING _________________________ ROOM # __________</td>
<td></td>
</tr>
</tbody>
</table>

Special Instructions: _______________________________________________________
________________________________________________________________________
________________________________________________________________________

COPY CENTER
- [ ] B&W Copies [ ] Color Copies

Paper
- [ ] Bond
- [ ] Cover
- [ ] 3H punched
- [ ] Special __________________
  
Carbonless:
- [ ] 2 part
- [ ] 3 part
- [ ] 4 part
  
Color of Paper
- [ ] White
- [ ] Color ______
  
Copy Info
- [ ] 1 sided
- [ ] 2 sided

Personalized Memo Pads
- [ ] 1/2 Sheet
- [ ] 1/4 Sheet
- [ ] 50 Sheets
- [ ] 100 Sheets

FINISHING

Collate
- [ ] Yes (sets)
- [ ] No (each page separated)

Stapled
- [ ] Yes
- [ ] No

Bind
- [ ] Tape
- [ ] GBC
- [ ] Velo
- [ ] Pad
- [ ] Saddlestich (center stich & fold)
- [ ] Other __________________

Fold*
*Print Should Face:
- [ ] Inside
- [ ] Outside
- [ ] Half
- [ ] Letter
- [ ] Double Parallel

Cut to
- [ ] 5.5x8.5 (half Sheet)
- [ ] 4.25x5.5 (Qtr. Sheet)
- [ ] Other __________________