## University Copying Center

Washington and Lee University

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ORDERED BY         Name         Department         Building         Phone #		DELIVERY	INSTRUCTIONS if differen	t than ordered by
Will Pick Up Del Job Description: Special Instructions:			ill this item be inserted by C	'ampus Mail?
	X ALL TH	AT APPLY		
CUT       FOLD       COLL $  $ $1/4$ $  $ $  $ $  $ $1/3$ $  $ $  $ $  $ $1/3$ $  $ $  $ $  $ $1/3$ $  $ $  $ $  $ $1/2$ $  $ $  $ $  $ $1/2$ $  $ $  $ $  $ $1/2$ $  $ <td>ATE STAPLE</td> <td></td> <td>IOLE     NUMBER       UNCH     I hole     Black       1 hole     Red       2 hole     Red       3 hole     Starting       OTHER     Number</td> <td>PERFORATE   SCORE   LAMINATE   PADDED   no. of sheets to a pad   With Chipboard Backing   Yes</td>	ATE STAPLE		IOLE     NUMBER       UNCH     I hole     Black       1 hole     Red       2 hole     Red       3 hole     Starting       OTHER     Number	PERFORATE   SCORE   LAMINATE   PADDED   no. of sheets to a pad   With Chipboard Backing   Yes
Size Description	1			
No. of originals C Quantity		& Backs	Black/W	
on Cover Color (if ordering books)	8 1/2 x 11 11 x 17	Copies Full Color All Black	- Comments	
COPY CENTER USE ONLY RECEIVED Date	Date S	NTER USE ONLY ENT	COPYRIGHT REC Date	ER USE ONLY PERMISSION EIVED
By	Ву		_   By	

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PASTE UP	Comments

## BINDERY

MACHINE FOLD	HAND FOLD	CUT	COLLATE	STAPLE	PAD

HOLE PUNCH	NUMBER	PERFORATE	VELO BIND	LAMINATE	LAMINATE POUCHES
					8.5 x 11
					11 x 17

SPIRAL	1/4"	20 Sheets	 9/16"	100 Sheets	 1-1/8"	220 Sheets
BINDING	5/16"	20 Sheets	 5/8"	120 Sheets	 1-1/4"	230 Sheets
	3/8"	55 Sheets	 3/4"	150 Sheets	 1-1/2"	290 Sheets
	7/16"	70 Sheets	 7/8"	170 Sheets	 1-3/4"	360 Sheets
	1/2"	90 Sheets	 1"	200 Sheets	 2"	425 Sheets

## **OTHER MATERIAL USED**

Sh	color	65 lb. Cover Stock	SIZE	