

THE CAMPUS COPYSHOP

@ CORYELL AUTISM CENTER
 111 ERRETT CIRCLE SANTA CRUZ, CA 95060
 (831) 713-5186 F: (831) 713-5184
COPYSHOP@CORYELLAUTISMCENTER.ORG

For Office Use Only

Order # _____
 Received: _____ Init: _____
 Completed: _____ Init: _____

Date _____

Name _____

Address _____

Phone _____ Cell _____

Fax _____

Email _____

Please have my order ready for me to pick up by*

DATE:

TIME:

ORIENTATION		PAPER		ZOOM		DUPLEX	
<input type="checkbox"/> portrait	<input type="checkbox"/> 8.5x11 white	<input type="checkbox"/> 100%	<input type="checkbox"/> 1-sided>1-sided	<input type="checkbox"/> landscape	<input type="checkbox"/> 8.5x11 blue	<input type="checkbox"/> 25%	<input type="checkbox"/> 1-sided>2-sided
	<input type="checkbox"/> 8.5x11 yellow	<input type="checkbox"/> 50%	<input type="checkbox"/> 2-sided>2-sided		<input type="checkbox"/> 8.5x11 pink	<input type="checkbox"/> 75%	<input type="checkbox"/> 2-sided>1-sided
COLOR		<input type="checkbox"/> full color	<input type="checkbox"/> 8.5x14 white	<input type="checkbox"/> 150%			
<input type="checkbox"/> grayscale	<input type="checkbox"/> 11x17 white	<input type="checkbox"/> 200%					
FINISHING		LAYOUT		DELIVERY			
<input type="checkbox"/> loose	<input type="checkbox"/> full page	<input type="checkbox"/> Pick up at copy shop					
<input type="checkbox"/> paper clip	<input type="checkbox"/> 1/2 page, uncut	<input type="checkbox"/> Deliver in person*					
<input type="checkbox"/> staple	<input type="checkbox"/> 1/2 page, cut	<input type="checkbox"/> Deliver by mail **					
<input type="checkbox"/> 3-hole punch	<input type="checkbox"/> 1/4 page, uncut	<i>Do you have any questions?</i>					
	<input type="checkbox"/> 1/4 page, cut						

Please complete both sides

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SPECIAL INSTRUCTIONS

Item	Description	Quantity	Unit Price	Total
			Shipping & Handling	
			Order Total	

Thank You for Your Business !

Please complete both sides