

**WITC-New Richmond
Duplication Order**

Work Submitted By _____

Dept _____ Date: _____

Due Date: _____ Time: _____

CONFIDENTIAL (mark if YES)

_____ Quantity needed

- White paper
- Colored paper _____
- Colored ink (provide color separations, if needed)
 - Blue Red Green

- Letterhead
- Brochure paper (provide sample)

- | | |
|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Back to Back | <input type="checkbox"/> Punch |
| <input type="checkbox"/> Sort | <input type="checkbox"/> Cut |
| <input type="checkbox"/> Staple | <input type="checkbox"/> Reduce |
| <input type="checkbox"/> Fold | <input type="checkbox"/> Enlarge |

Distribute to: _____

Special instructions: _____

Originals returned to: _____

Completed by: _____ Date: _____

We thank you for allowing us lead time to produce accurate, attractive documents. Please plan on two (2) full working days for turn-around time; four (4) days for larger projects or items needing colored ink.

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