

COPY & PRINT ORDER FORM

Please complete the following information and email it to

smithcopyprint@paradisecopies.com

Please allow a 48-72 hour processing time for all jobs.

Name _____ Need by Date _____

Email _____ Cost Center _____

Phone _____ Ext. _____ Department _____

Pickup
(Same or next day)

Delivery
(2-5 business days)

Delivery Address _____ Onecard _____ Check _____

Copy/Print Order Item Description	# Originals (# of pages)	# Copies (sets)	Paper Stock/Color	Print B/W or Color

Size (check all that apply): 8.5x11 (Letter) 8.5x14 (Legal) 11x17 (Tabloid) 12x18 Other

Stock (check all that apply): Text Weight (Regular paper) Cardstock

Other Options: (check all that apply):

- | | | |
|--------------|-----------------------|--------------|
| Collated | Cutting (size: _____) | Stapling |
| Coil Bind | Tape Bind | Perfect Bind |
| 3-Hole Punch | Padding | Laminating |
| Folding | Scoring | Other _____ |

Specific Instructions: (Please specify any and all special or additional instructions that have not been addressed)