

Welcome to the Sample Order Form!

Enter your copy job(s) below. Up to ten (10) PDF files can be attached to one order form AS LONG AS THE SELECTIONS BELOW ARE THE SAME FOR EACH FILE - for instance, number of copies, collated, white paper, etc. ALL of your choices on the order form will apply to ALL FILES attached.

All Jobs are ran in BLACK & WHITE unless otherwise specified in the Special Instructions.

IF YOU HAVE ANY QUESTIONS, ISSUES OR WOULD LIKE TO CHECK THE STATUS OF YOUR COPY JOB, please call OR email

* Required

1. Email address *

2. Your Last Name *

3. Your First Name *

4. Your Call Back Number *

This is the number that you will be reached at if they have any questions for you.

5. Description/Title of Copy Job *

Please enter a title or description of your copy job. This will show up in the email confirmation and subject header of the email (to help you find your copy jobs more easily in your email).

6. Attach your file(s) in PDF format. *

Please note that ALL attached files will be copied as per choices below. Click "ADD FILE" below, then DRAG or SELECT your files from your computer, then click "Upload." You can upload up to 10 files (for a total of 1gb).

Files submitted:

7. Number of Copies Needed per File *

Please note that the quantity entered will be the quantity applied to EACH file uploaded within this copy job submission.

8. Printing Setup *

Mark only one oval.

☐

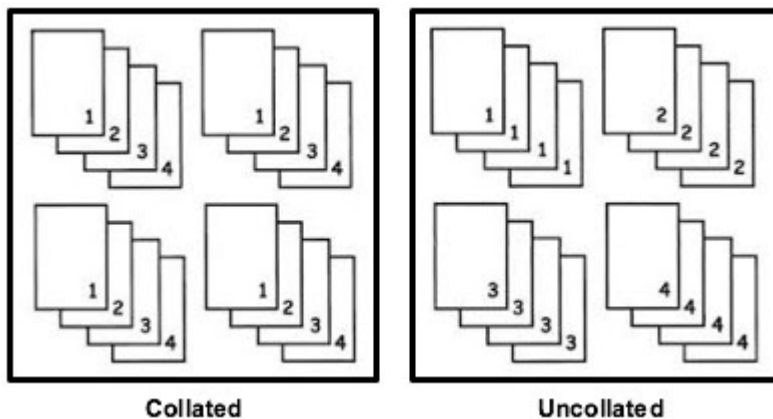
One-sided

☐

Two-sided (back to back)

9. Collated or Uncollated *

Choosing "Collated" below will print your pages as sets in page order. Choosing "Uncollated" below will print your pages as sets of the same page.



Mark only one oval.

☐ Collated

☐ Uncollated

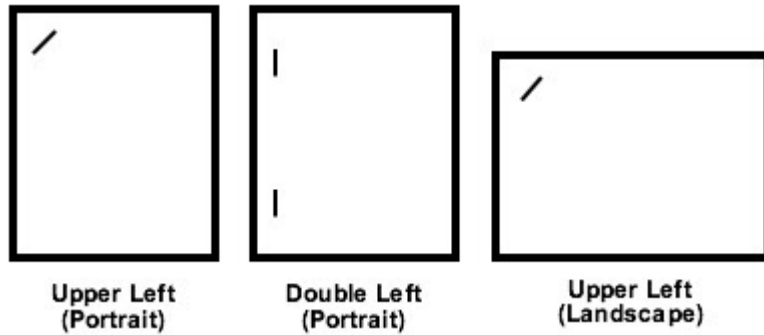
10. Paper Size, Type, and Color *

Mark only one oval.

- ☐ 8.5 x 11 Paper – White
- ☐ 8.5 x 11 Paper – Ivory
- ☐ 8.5 x 11 Paper – Canary
- ☐ 8.5 x 11 Paper – Goldenrod
- ☐ 8.5 x 11 Paper – Pink
- ☐ 8.5 x 11 Paper – Blue
- ☐ 8.5 x 11 Paper – Green
- ☐ 8.5 x 11 Card Stock – White
- ☐ 8.5 x 11 Card Stock – Ivory
- ☐ 8.5 x 11 Card Stock – Blue
- ☐ 8.5 x 11 Card Stock – Green
- ☐ 8.5 x 14 Paper – White
- ☐ 8.5 x 14 Card Stock – White
- ☐ 11 x 17 Paper - White
- ☐ 11 x 17 Paper – Ivory
- ☐ 11 x 17 Paper – Canary
- ☐ 11 x 17 Paper – Blue
- ☐ 11 x 17 Card Stock – White
- ☐ 11 x 17 Card Stock – Ivory

11. Stapling

If you need stapling, click your choice below. IF NOT, SKIP THIS OPTION.



Mark only one oval.

- ☐ Upper Left - portrait
- ☐ Double Left - portrait
- ☐ Upper Left - landscape
- ☐ None

12. Drilling - Three Hole Punch

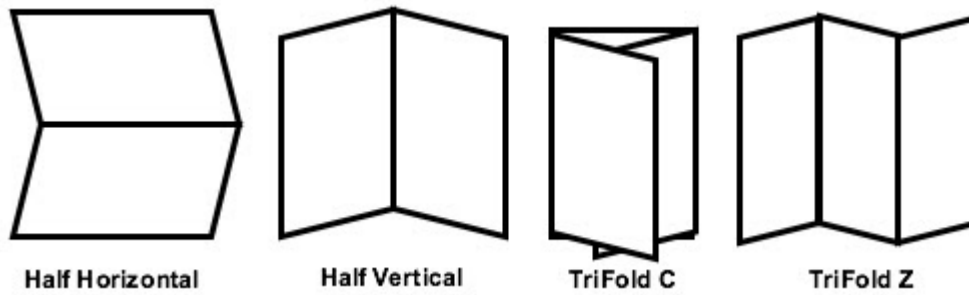
If you need three holes punched on the left side of the paper, click "Yes" below. IF NOT, SKIP THIS OPTION.

Mark only one oval.

- ☐ Yes
- ☐ No

13. Folding

If you need folding done, make your selection below. IF NOT, SKIP THIS OPTION.

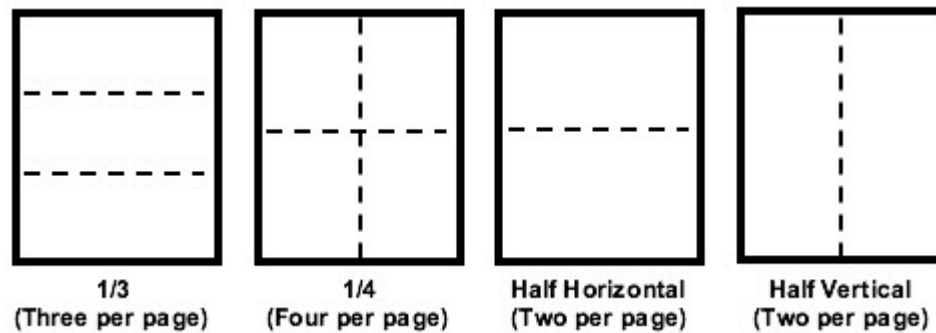


Mark only one oval.

- ☐ Half Horizontal
- ☐ Half Vertical
- ☐ TriFold C
- ☐ TriFold Z
- ☐ None

14. Cutting

If you need cutting done, select from the list below which will yield three per page, four per page or half pages. IF NOT, SKIP THIS OPTION.



Mark only one oval.

- ☐ 1/3 (yields three per page)
- ☐ 1/4 (yields four per page)
- ☐ Half Horizontal
- ☐ Half Vertical
- ☐ None

15. Front Cover

If you choose to have a front cover, make a selection below. IF NOT, SKIP THIS OPTION.

Mark only one oval.

- ☐ 8.5 x 11 Paper – White
- ☐ 8.5 x 11 Paper – Ivory
- ☐ 8.5 x 11 Paper – Canary
- ☐ 8.5 x 11 Paper – Goldenrod
- ☐ 8.5 x 11 Paper – Pink
- ☐ 8.5 x 11 Paper – Blue
- ☐ 8.5 x 11 Paper – Green
- ☐ 8.5 x 11 Card Stock – White
- ☐ 8.5 x 11 Card Stock – Ivory
- ☐ 8.5 x 11 Card Stock – Blue
- ☐ 8.5 x 11 Card Stock – Green
- ☐ 8.5 x 14 Paper – White
- ☐ 8.5 x 14 Card Stock – White
- ☐ 11 x 17 Paper - White
- ☐ 11 x 17 Paper – Ivory
- ☐ 11 x 17 Paper – Canary
- ☐ 11 x 17 Paper – Blue
- ☐ 11 x 17 Card Stock – White
- ☐ 11 x 17 Card Stock – Ivory

16. Back Cover

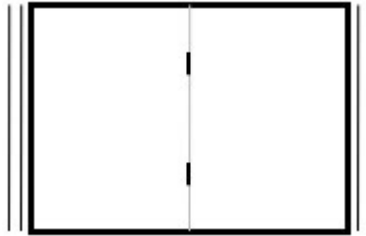
If you choose to have a back cover, make a selection below. IF NOT, SKIP THIS OPTION.

Mark only one oval.

- ☐ 8.5 x 11 Paper – White
- ☐ 8.5 x 11 Paper – Ivory
- ☐ 8.5 x 11 Paper – Canary
- ☐ 8.5 x 11 Paper – Goldenrod
- ☐ 8.5 x 11 Paper – Pink
- ☐ 8.5 x 11 Paper – Blue
- ☐ 8.5 x 11 Paper – Green
- ☐ 8.5 x 11 Card Stock – White
- ☐ 8.5 x 11 Card Stock – Ivory
- ☐ 8.5 x 11 Card Stock – Blue
- ☐ 8.5 x 11 Card Stock – Green
- ☐ 8.5 x 14 Paper – White
- ☐ 8.5 x 14 Card Stock – White
- ☐ 11 x 17 Paper - White
- ☐ 11 x 17 Paper – Ivory
- ☐ 11 x 17 Paper – Canary
- ☐ 11 x 17 Paper – Blue
- ☐ 11 x 17 Card Stock – White
- ☐ 11 x 17 Card Stock – Ivory

17. Booklet Fold and Staple

If you need your job(s) in booklet format and stapled on the spine, click "Yes" below. IF NOT, SKIP THIS OPTION.



Mark only one oval.

☐ Yes

☐ No

18. Slip Sheets and/or Shrink Wrap

If you want slip sheets and/or shrink wrap, clearly explain your selection below. Colored SLIP SHEETS can be inserted in your job between sets or pages for ease of disbursement. For example, "Insert slip sheet between every 30 copies." SHRINK WRAP should only be used for wrapping large bundles of copies together. For example, "Shrink wrap into four bundles of 25 (100 copies)." Please select Shrink Wrap only if necessary as this is a more costly procedure and takes additional time to process your copy job. IF NOT, SKIP THIS OPTION.

19. Special Instructions

Describe any further instructions or detail as it applies to your file(s). Be specific.

20. Deliver to: (Name) *

21. Deliver To: *

Mark only one oval.

- ☐ Address 1
- ☐ Address 2
- ☐ Address ETC

IF YOU HAVE ANY QUESTIONS, ISSUES OR WOULD LIKE TO CHECK THE STATUS OF YOUR COPY JOB, please call OR email

Click SUBMIT when you are done - please be patient while it processes. DO NOT click SUBMIT more than once! Your copy job will be delivered to you within 3 to 5 business days via UPS or FEDEX.

This content is neither created nor endorsed by Google.

Google Forms