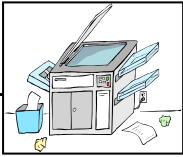
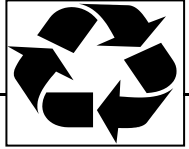


MASSACHUSETTS COLLEGE OF ART and DESIGN



DUPLICATION FORM



8 1/2 X 11

8 1/2 X 11

8 1/2 X 14

<input type="checkbox"/> WHITE	<input type="checkbox"/> GREEN	<input type="checkbox"/> BLUE	<input type="checkbox"/> 11x17 WHITE
<input type="checkbox"/> BLUE	<input type="checkbox"/> IVORY	<input type="checkbox"/> CANARY	<input type="checkbox"/> other _____
<input type="checkbox"/> CANARY	<input type="checkbox"/> ORCHID	<input type="checkbox"/> PINK	
<input type="checkbox"/> CHERRY	<input type="checkbox"/> PINK	<input type="checkbox"/> WHITE	
<input type="checkbox"/> GOLDENROD	<input type="checkbox"/> SALMON	<input type="checkbox"/> any color	
<input type="checkbox"/> GRAY	<input type="checkbox"/> any color		

***24 - Hour** turnaround time for most copy work
 *Please copy 2 sided when possible to conserve paper
 *original is each side that is to be copied, please remove all staples
 * We Do Not Copy From Books*

	# of originals	# of copies	1 side	2 sided	collate	staple	reduce	Do Not Collate	color copies
EXAMPLE	9	20		X	X	X			
Job 1									
Job 2									
Job 3									
Job 4									
Job 5									

NEED BY DATE (Please allow 24 hour turnaround when possible) : _____

OFFICE USE:

comments: _____

NAME:		DATE:	
DEPARTMENT:		EXT:	