**DUPLICATION CENTER JOB TICKET**

**SBS/CARBON COPY**

54 Main Street  
Waterville, Maine 04901

Voice 873-4657  Colby Ex 3918

Fax 873-7948

E-Mail sbscopy@onecommail.com

<table>
<thead>
<tr>
<th></th>
<th>In By</th>
<th>Anticipated Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9am</td>
<td>12:30pm</td>
</tr>
<tr>
<td></td>
<td>12:30pm</td>
<td>4pm</td>
</tr>
<tr>
<td></td>
<td>4pm</td>
<td>9am</td>
</tr>
</tbody>
</table>

**SENDER**  
**DEPT**  
**ACCT.#** 01.  
**COPY JOB TITLE**

**# OF PAGES**  
**# OF SETS OF COPIES/ORIGINAL**

**OUTPUT:**  
1 SIDED  
2 SIDED

**FOLDING:**  
HALF  
TRI

**PAPER SIZE:**  
LETTER  
3 Hole  
LEGAL  
11 X 17  
OTHER

**COVER REQUIRED:**  
FRONT  
BACK  
BOTH  
COLOR

**PAPER TYPE/COLOR**  
PASTEL  
BRITE HUE

**BINDING REQUIRED:**  
1 STAPLE  
2 STAPLES

**WHITE**  
**BLACK**

**ADHESIVE**  
**COMB**  
**COIL**  
**BOOKLET**  
**OTHER**

**CUT TO WHAT SIZE:**  
Default Original Size

**CONFIDENTIAL JOB:**  
YES  
NO

**SPECIAL INSTRUCTIONS:**  
More Space on Back

**COST OF JOB**

* indicates required field  
** indicates default