

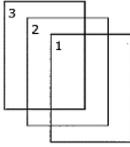
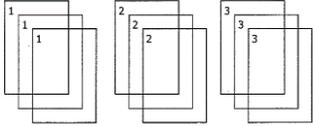


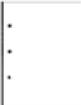
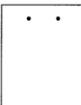
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8.5x14 (Legal)	<b>CARDSTOCK</b>	1 sided	 Numerical Order Collated/Sorted	 Each page/packet a separate pile Uncollated/Stacks
11x17 (Ledg)	Color Cardstock Provided	1-2 sided		
12x18	Front Cover Cardstock	2-2 sided		
Reduce	Back Cover Cardstock	2-1 sided		
Enlarge	Color Paper Provided	Cut 		
Darken Copy	Same Copy Both Sides	Glue		
Lighten Copy	Exactly as Original	Cut & Glue into pad		

 Stapled	Turn into Small Book (5.5x8.5 finished size)	 Comb Bound	 Single Fold	 Double Fold	 Irregular Accordion Fold
 Booklet Stapled	Turn into Large Book (8.5x11 finished size)	 3-Hole Punch	 Letter Fold	 Accordion Fold	 Gate Fold
 Double Top Stapled	 Stapled & Folded in half	 2-Hole Top Punch	 Cross Fold	 Cross Single Fold	 Cross Letter

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Diane Wesala, Copy Center Coordinator

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