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<b>Format</b>	<input type="checkbox"/> Single sided	<input type="checkbox"/> Double sided	<input type="checkbox"/> As originals
<b>Paper</b>	<input type="checkbox"/> White <input type="checkbox"/> Coloured	<input type="checkbox"/> A3 reduced to A4	<input type="checkbox"/> As originals
<b>Drilled</b>	<input type="checkbox"/> No holes	<input type="checkbox"/> 2 holes	<input type="checkbox"/> As originals
<b>Staples/Clips</b>	<input type="checkbox"/> None	<input type="checkbox"/> Staples/Clips	<input type="checkbox"/> As originals
<b>Dividers</b>	<input type="checkbox"/> No dividers	<input type="checkbox"/> Specify	<input type="checkbox"/> As originals
<b>Finish</b>	<input type="checkbox"/> Unbound	<input type="checkbox"/> Insert into folders	<input type="checkbox"/> As originals
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**GENERAL COPYING INSTRUCTIONS (please specify below)**

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As original (all colour, including letterhead)     Only necessary colour (photos, maps etc...)

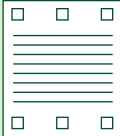
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**PAGINATION/NUMBERING (please tick)**

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**PLAN COPYING** (please tick)

<input type="checkbox"/> Identical to original	<input type="checkbox"/> Black & white	<input type="checkbox"/> Colour
Reduce to <input type="checkbox"/> A3 <input type="checkbox"/> A4	<input type="checkbox"/> Rolled	<input type="checkbox"/> Folded

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<input type="checkbox"/> As indexed	<input type="checkbox"/> Chronological	<input type="checkbox"/> Other
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**DOCUMENT COLLATION INSTRUCTIONS** (please specify below)

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**OTHER INSTRUCTIONS** (please specify below)

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Signature	Print Name	Date/Time