

# THE COPY MACHINE

## JOB SUBMISSION FORM

<b>ORDER DATE</b>	<small>mm/dd/yyyy</small> <input type="text"/>	<b>DUE DATE</b>	<small>mm/dd/yyyy</small> <input type="text"/>
<b>COMPANY INFO</b>			
<b>Firm Name</b>	<b>First and Last Name</b>		
<input type="text"/>	<input type="text"/>		
<b>Address</b>	<b>City/State/Zip</b>		
<input type="text"/>	<input type="text"/>		
<b>Phone</b>	<b>E-mail</b>		
<input type="text"/>	<input type="text"/>		

### PRODUCT SPECIFICATIONS

<b>Job Name</b>	<b>No of Originals</b>	<b>No of Copies</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### JOB SPECIFICATIONS

<b>OS Platform</b>	<b>Application Program</b>	<b>If, Other specify.</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>File Name</b>	<b>Compressed File</b>	
<input type="text"/>	<input type="text"/>	
<b>Account</b>		
<input type="text"/>		

### FINISHING

<b>Finished Size</b>	<b>If Finished Size is custom, enter size.</b>	
<input type="text"/>	<input type="text"/>	
<b>Print</b>	<b>If Print is color, enter color.</b>	
<input type="text"/>	<input type="text"/>	
<b>Hole Punch</b>	<b>Staple</b>	<b>Finishing</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Special Instructions/Notes</b>	<input type="text"/>	