

**FedEx Kinko's**  
 Office and Print Services  
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# AURA/NOAO Order Form

Attn: Brian Woods  
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 brian.woods@fedexkinkos.com

FedEx Kinko's Use Only

Job Tracking #: \_\_\_\_\_

**If the order is sent via the Internet, the order MUST include account number to be charged**

Order Date:	Date Due:
Contact Name:	Time Due:
Phone Number:	ALL EMAIL ORDERS SHOULD BE SENT TO usa4195@fedexkinkos.com You also may place an order at www.fedexkinkos.com
Fax Number:	

**DIGITAL FILE DATA:** (If a digital file, please allow 24 hours for proof)

File Name:	
File Type: (please check one)	<input type="checkbox"/> Native <input type="checkbox"/> PDF
If Native File, application/version created in:	
Fonts included: (please check one)	Graphics included: (please check one) <input type="checkbox"/> Yes <input type="checkbox"/> No

**COPIES**

Number of Copies (Sets):	
Paper Type:	Type of Copies: <input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Mixed <small>Please explain below</small>
Paper Size: <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other Size: _____	
Sides (Originals to Copies): <input type="checkbox"/> Single-Single <input type="checkbox"/> Single-Double <input type="checkbox"/> Double-Double <input type="checkbox"/> Same as Original <small>Some Single Some Double</small>	
Collation: <input type="checkbox"/> Collated (123,123) <input type="checkbox"/> Uncollated (111,3)	
Stapled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Folded: <input type="checkbox"/> Yes <input type="checkbox"/> No
Laminated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bind: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Order Details**

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Account Number:	Manager Approval:
Account Number:	Manager Approval: