All duplicating will be done on standard 8-1/2 x 11, 20# white paper, back to back, unless otherwise specified. Examinations will always be duplicated on one side only. 2 working days notice is requested.

Check appropriate box:

- Confidential
- NCR paper
- Collate
- # of parts
- Staple
- Pad - for printed forms only
- Stock size
- Cut size
- 3-hole punch
- Fold
- Other (see below)

**Special Instructions**

Copy 1 and 2 to Duplicating -- Copy 3 is Requestor's copy