

Discount Copying Services: Order Form



Please complete this form and submit with your originals to the address listed below. To qualify for our discount prices (5 cents bxw / 39 cents color), this order must be received by us at least 72 hours prior to your deadline.

First Name		Project due date/ Time	
Last Name		Session #	
Email Address		Session Day / Date / Time	

Total # of Originals _____ x Total Desired Sets _____ = Total Impressions _____

OUTPUT TYPE

- Color Copies (39 cents per impression)
 BxW Copies (5 cents per impression)

PAPER TYPE

Pastel: Pink, Yellow, Blue, Salmon, Green, GoldenRod
 Astro: Yellow, Pink, Red, Blue, Green, Orange
 White (for bxw copies) is 20#
 White (for color copies) is 28# ultra white smooth finish

- White Paper
 Pastel Paper (add 2 cents per impression) _____
 Astrobrite Paper (add 4 cents per impression) _____
 Other (Indicate Preference) _____

SINGLE SIDED or DOUBLE SIDED

- Finished job should be Single Sided
 Finished job should be Double Sided

FINISHING SERVICES

- Stapled (add 2 cents per set)
 Comb Bound (\$3.99 per book)
 Other (please specify in comments below)

COMMENTS/ ADD'L INSTRUCTIONS

We care about your order and want to make sure that everything is accurate. Therefore, once we receive your order, you will be contacted to discuss this in detail. An invoice -- spelling out all of your requirements (with prices) -- will be faxed to you. You must fax that back to us with your signature and credit card information before we process your order. **Please notify us so that we can anticipate arrival of your project. If you have any questions, please do not hesitate to phone us at 504-232-1158 or email us at rhino@rhinobiz.com**

Mail your originals with this form to:

Your Name
 Your Event Name
 c/o Rhino Business Services
 319 North Diamond Street
 New Orleans, LA 70130

Do not ship directly to our office inside the convention center.