

SPECIAL REQUESTS

Operators have the ability to program jobs with special needs. Using an Exception Program setting, allows the operator to mix one-sided with two-sided copies, add two additional colors during the time of reproduction.

HOW TO USE THIS EXCEPTION WORKSHEET

Check the documents carefully to determine where exceptions are needed. Follow the example below; list the pages that are considered to be an exception;

- Page No.
- Color of stock – remember you can only use 2 additional color stocks, along with your main paper selection.
- If your document is going to be 2-sided, than all of your 1-sided documents are considered to be an exception.

DOCUMENT PAGE (S)	COLOR BOND / CARDSTOCK	ONE (1) – SIDED COPY or TWO (2)-SIDED COPY	COMMENTS

If you are not sure how to use this sheet, please call Azusa Print + Design at ext. 5078