

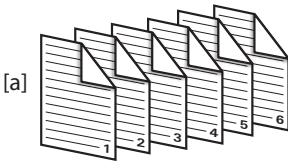
How To...

Count originals/masters

"Originals" or "masters" are materials you give us to print/copy from – including laser prints and digital documents.

Copy is only on one side of each page/ sheet and all of the backs are blank.

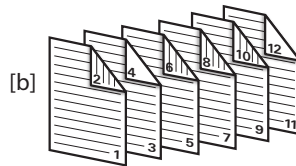
Count the fronts of each page, ignore the backs.



The total count is entered in "# Originals" on the work order. In the example above, # Originals = 6.

Copy is on the **front and back** of all or most of the pages/sheets.

Count all of the sides as a separate page, including any blanks.



The total count is entered in "# Originals" on the work order. In the example above, # Originals = 12.

NUMBER OF SIDES

- Click the button next to 1-sided on the work order if the finished copies are to be printed on one side only with blank backs. (Example: [a] will result in 6 sheets of paper, [b] will result in 24 sheets of paper.)
- Click the button next to 2-sided on the work order if the finished copies are to be printed on both sides of the paper. (Example: [a] will result in 3 sheets of paper, [b] will result in 6 sheets of paper.)