



A Division of American Reprographics Company

883 Clinton Avenue Irvington, NJ 07111
Call For Radio Dispatched Messenger Service

IRVINGTON
Main Location 973-372-5200 fax: 973-372-7066

NEWARK • Gateway One/Concourse Level
Branch Location 973-624-2583 fax: 973-648-2583

PO#: _____ JOB NAME: _____

Company Name: _____

Address: _____

Contact: _____ Phone: _____ Ext: _____

Date Due: _____ Time Due: a.m. _____ p.m. _____

Special Instructions:

No. Originals: _____

No. Add'l Copies : _____

Final Size: _____

Total No. Prints: _____

***A/E SERVICES**

- Bond Copies/Prints (Black on White)
- Bind Staple Fold
- 1/2 Size Scale Change _____%
- Vellum Mylar 24 lb Presentation Bond
- 24 lb. A/E Color (**NEW!**)
(for red line markups/ACAD color)

XEROX SMALL FORMAT B/W

- 8.5 x 11 11 x 17
- 20lb Stock 24lb Stock
- 110lb Card Stock:
 Front Back
- Acetate: Front Back
- Vinyl Back

XEROX SMALL FORMAT COLOR

- 8.5 x 11* 11 x 17* 12 x 18
- Bleed*
- 28lb Plain Stock
- 80lb Text 80lb Cover
- Gloss Gloss
- Matte Matte
- 100lb Text 100lb Cover
- Gloss Gloss
- Matte Matte
- Other _____

SCANNING

- Scan to PlanWell® Management (B&W) Color Resolution: _____ dpi
- Scan to file Scan as: .Tiff .PDF .JPG Other _____
- Name files as per: _____
- Burn to CD No. _____ add'l CD's E-Mail

LARGE FORMAT COLOR POSTERS

- Finished Size: _____ X _____ Scale Change _____%
- Proof Set: Y/ N (circle one) No. Proof Sets: _____ E-Mail
- Indoor Use Outdoor Use
- Photo Gloss Photo Matte Vinyl Other Media _____

LAMINATE

- Over Laminate Encapsulate* Lip Size*: _____
- Gloss Matte Lustre
- 3 Mil Thickness 5 Mil Thickness 10 Mil Thickness
- Grommets No. of Grommets: _____
 Large Small Silver Brass
- Adhesive Backing Velcro: Apply Include w/Print(s)

FINISHING SERVICES

BINDING, ETC.

- Fold 3 Hole Punch
- GBC Coil Bind
- Wire Bind Tape Bind
- ACCO Fasten Screw Post
- Other: _____

MOUNTING

- Foam Board Gator Foam Sintra Board
- Color: White Black
- Bainbridge Other: _____
- 3/16" 1/2" Other: _____
- Frame:
 Black Red Blue White Matte Black Gold Silver



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