



17 Talcott Notch Road  
 Farmington, CT 06032  
 (860) 677-8817  
 (860) 677-6504 FAX

Salesperson:	Date:
<input type="checkbox"/> Customer Account <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
Bill To:	
<input type="checkbox"/> Deliver <input type="checkbox"/> Wait <input type="checkbox"/> Pick-Up <input type="checkbox"/> Call	<input type="checkbox"/> Reimbursable

**Due Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**P.O. or Job #:** \_\_\_\_\_

<b>Reprographics</b>	# Orig.	# Prints of each
Print from Print		1
Digital Blackline		
Reduction / Enlargement (scale) _____		
Vellum		
Mylar		
Presentation		
Quick File Mylar		

<b>Photocopy or Color Copy</b>	# Orig.	# Copies of each
8 1/2 x 11		
8 1/2 x 14		
11 x 17		
Copy in sets as is		

<b>Finishing</b> <input type="checkbox"/> Bind <input type="checkbox"/> Staple	<b>Wrapping</b> <input type="checkbox"/> Together <input type="checkbox"/> Separate
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Single Sided   
  Double Sided   
  Collate  
 Staple   
  Bind (type) \_\_\_\_\_  
 Punch (type) \_\_\_\_\_  
 Covers (color) \_\_\_\_\_  
 AIA's (please list) \_\_\_\_\_

**Scanning / Plotting / PlanWell Posting**

Plotting (specify media)

Scan to File (format)

Post to PlanWell (fill out PlanWell sheet)

Write to CD

**Mounting & Laminating**

Mount     Foamboard     Sintra  
 Gatorboard     Customer's Stock

Laminate     Lustre .003     Gloss .0 \_\_\_\_\_

Extras     Easel     Velcro  
 Hangers     Magnets

**Special Instructions**

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Work done by: \_\_\_\_\_ Work checked by: \_\_\_\_\_