



Miami
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Acct #/Group _____
 Order # _____
 Quote # _____

ORDERED BY INFORMATION

Order Date: _____ Due Date: _____ Time Needed: _____
 Company: _____
 Name: _____ Email: _____
 Phone Number: _____ After Hours Phone: _____

BILL TO INFORMATION

Company: _____
 Address: _____
 City, State, Zip: _____
 Contact: _____ Business Phone: _____
 Project ID: _____ Purchase Order #: _____
 Non-Reimbursable Reimbursable

SHIP TO INFORMATION

Check if ship to address is same as bill to address
 Company: _____
 Address: _____
 City, State, Zip: _____
 Contact: _____ Email: _____
 Phone Number: _____ After Hours Phone: _____
 Distribute To Attached List _____ # of pages attached
 iShipDocs FedEx UPS Other _____ Standard Next Day 2 Day
 Use my account number _____

ORDER INFORMATION

Software & Operating System: PC Mac Plot File Software: _____
 File Via: Disk Supplied E-Mail FTP Location: _____
 (Please provide file names and any additional information in "Special Instructions" area)
 Keep on File Update Existing Post to Web/VPR _____

Special Instructions

BILLING INFORMATION

Product Code	# of Sets	# of Orig	Total	Width	Length	Description	Unit Price	Total

Received By: _____ Processed By: _____ Checked By: _____

SCANNING

Color B/W Grayscale Mixed Scan Resolution: _____ DPI
 Number of Originals: _____ Size of Originals: _____ X _____
 Write to CD Keep on File Update Existing Post to VPR Post to Ftp Site _____
 Save as File Type: tif jpg pdf eps Other _____

PLANS, PRINTS & PLOTS # ORIGS # COPIES

Print/Copy: Full Size Half Size Other % _____

Orig Type: Hard Copy Digital File Mixed

Media: Bond Other _____

Binding: Bound Staple Only Loose Screw Post

SMALL FORMAT COPYING & PRINTING # ORIGS # COPIES

Print/Copy: 8.5x11 8.5x14 11x17 12x18 14x18 (B/W only)
 Color B/W Mixed
 Single Sided Double Sided Collated Uncollated Full Bleed

Orig Type: Hard Copy Digital File Mixed

Media: 20lb Wht 20lb Color _____ Cover Wht Cover Color _____
 28lb 32lb Gloss Text Gloss Cover Transparency
 Other _____

Binding: Wire Comb Staple Coil ACCO Screw Post
 Bi-fold Z-fold 3-hole

LARGE FORMAT COLOR # ORIGS # COPIES

Output Size: _____ X _____

Media: Bond Satin Gloss Other _____

FINISHING

Mounting: No Mounting Needed
 Substrate Thickness 3/16" 1/2" Other _____
 Substrate Color White Black Other _____
 Substrate Foamcore Gator Sintra Other _____
 Laminating: No Laminating Needed
 Laminate Finish
 Front Matte Satin Gloss Emboss
 Back Matte Satin Gloss
 Laminate Thickness 3Mil 5Mil 10Mil 15mil
 Trim Options Flush Encapsulated