



**Gainesville**  
 3239 SW 47 Ave, Gainesville, FL 32608  
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 Email: gainesville.production@e-arc.com

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

**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:	<input type="checkbox"/> Full Size		
	<input type="checkbox"/> Half Size		
	<input type="checkbox"/> 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:	<input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 12x18 <input type="checkbox"/> 14x18 (B/W only)		
	<input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Mixed		
	<input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided <input type="checkbox"/> Collated <input type="checkbox"/> Uncollated <input type="checkbox"/> 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: <input type="checkbox"/> Bond <input type="checkbox"/> Satin <input type="checkbox"/> Gloss <input type="checkbox"/> Other _____		

**FINISHING**

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

**BILLING INFORMATION**

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

Received By: \_\_\_\_\_ Processed By \_\_\_\_\_ Checked By \_\_\_\_\_