



Jacksonville
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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 _____

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

Special Instructions

Special Instructions

BILLING INFORMATION

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

Received By: _____ Processed By _____ Checked By _____