



2863 East Sharon Road, Cincinnati, OH 45241 / 513-326-2300
 434 Scott St. Covington, KY 41011 / 513-326-2300
 222 N. St. Clair St., Dayton, OH 45402 / 937-277-7930
 374 West Spring St., Columbus, OH 43215 / 614-224-5149
 2456 Fortune Dr., Ste 120, Lexington, KY 40509 / 859-699-5105

Return by Email:
 cincinnati@e-arc.com, covington@e-arc.com,
 dayton@e-arc.com, columbus@e-arc.com, lexington@e-arc.com

Please Select Location

CUSTOMER INFORMATION

Company Name _____
 Location _____
 Phone Number _____ Ext _____
 Ordered By _____
 P.O. Number _____
 Job Name _____
 Keep Job On File (If keeping job on file, please contact our Bid Department)

DELIVERY METHOD	DATE AND TIME DUE
<input type="radio"/> Deliver <input type="radio"/> CPU <input type="radio"/> Call When Ready <input type="radio"/> Waiting Ship Via _____	Date Due _____ Time Due _____

LARGE FORMAT INSTRUCTIONS

Number of Originals	Number of Sets Required
<input type="radio"/> Bind Edge <input type="radio"/> Staple Edge <input type="radio"/> Loose <input type="radio"/> Fold <input type="radio"/> Copy Output Size = 100% <input type="radio"/> Reduce / Enlarge To _____ %	
<input type="checkbox"/> Use Recycled Media	

Notes:

1 of _____ Tracking Number _____

FOR INTERNAL USE ONLY (DO NOT WRITE IN BOX BELOW)

Date Picked Up _____		Time _____		Driver _____	
Code	Large Format Quantity	Code	Narrow Format Quantity		

DISTRIBUTION / SHIP TO ADDRESSES

Address _____
 City _____ State _____ Zip _____
 See Attached List

NARROW FORMAT INSTRUCTIONS

Number of Originals	Number of Sets Required
<input type="radio"/> GBC <input type="radio"/> Plastic Spiral Coil <input type="radio"/> Single Sided <input type="radio"/> Double Sided	<input type="radio"/> Staple <input type="radio"/> Loose <input type="radio"/> B/W Copies <input type="radio"/> Color Copies
<input type="checkbox"/> Use Recycled Media	

Notes: