



MFG #: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Payment Method: (Please Choose One)

Account# \_\_\_\_\_

Cash/Credit Card: \_\_\_\_\_

Check# \_\_\_\_\_

Received Date & Time:

\_\_\_\_\_

Due Date & Time:

\_\_\_\_\_

Due Date & Time to be completed by Client

Company:	Contact Name:	Ship via: <input type="checkbox"/> Delivery <input type="checkbox"/> P/U <input type="checkbox"/> UPS <input type="checkbox"/> Fed-X
Address:	Contact Phone:	UPS or Fed-X Account #:
	Originals to:	Prints to:

Purchase order #	Job # or Description

# of originals	# of copies	Large Format Printing	Original Sheet Size	Reduction/Enlargement Size

Print on (Choose One):  White  Blue  Green  Yellow  Pink  Mylar  Vellum  Pres. Bond  PMT  Kraft  Recycled Paper:  YES

Binding (Choose One):  Staple  Edgebind  Loose  Chicago Screw  Fold

Scan to (Choose One):  File  CD/DVD  Jump  E-mail  PlanWell File type:  TIF or  PDF DPI:  200 or  400

Directory Name: \_\_\_\_\_

# of Originals	# of Copies	Small Format Printing	Single or Double sided	Binding (Please choose one)	Covers
				<input type="checkbox"/> GBC <input type="checkbox"/> 3 Hole Drill	Cardstock: <input type="checkbox"/> Front <input type="checkbox"/> Back
				<input type="checkbox"/> Staple <input type="checkbox"/> Screw Post	What Color?
				<input type="checkbox"/> Shrink Wrap	Acetate: <input type="checkbox"/> Front <input type="checkbox"/> Back
				<input type="checkbox"/> Other	

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Choose a Location

<input type="checkbox"/> <b>ARC Tempe</b> 2090 E. University Suite #101 Tempe, AZ 85281 Phone 480-833-3912 Fax 480-834-0825	<input type="checkbox"/> <b>ARC Phoenix</b> 100 W. Camelback Phoenix AZ 85013 Phone 602-678-1710 Fax 602-944-0298
<input type="checkbox"/> <b>ARC Tucson</b> 3955 E. Speedway Blvd, Ste 102 Tucson, AZ 85712 Phone 520-327-6700 Fax 520-322-6811	

Received By: \_\_\_\_\_  
 Counted By: \_\_\_\_\_  
 Run By: \_\_\_\_\_  
 Finished By: \_\_\_\_\_  
 Checked By: \_\_\_\_\_