

DATE: _____

DUE DATE: _____

DUE TIME: _____



640 10th Street • Atlanta, GA 30318

404.873.5911

- REQUIRE A PICK-UP
- CALL WHEN READY
- WILL PICK-UP
- WAITING
- DELIVER
- SHIP UPS/FEDEX

Email to: Atlanta.CustomerService@e-arc.com

Files over 5MB can be submitted through our website: www.e-arc.com

Navigation: Select City / Select location / More Info / Send Files-Request Quote

COMPANY NAME: _____

DELIVER TO: _____

ORDERED BY: _____

ADDRESS: _____

PHONE #: _____

ADDRESS: _____

P.O. #: _____

CITY/ST: _____ ZIP: _____

JOB NAME: _____

ATTN: _____

(Use side 2 for multiple recipients.)

SPECIAL INSTRUCTIONS:

ORIGINAL:

Hard Copy

Via Email

Will Upload

On-File

Other: _____

DIGITAL FINISHING (Scanning)

BLACK & WHITE SCAN / JOB NAME	DESCRIPTION / SIZE	POST ON-LINE	EMAIL	CD	ARCHIVE

COLOR SCAN / JOB NAME	DESCRIPTION / SIZE	POST ON-LINE	EMAIL	CD	ARCHIVE

Email To: _____

Special Instructions: _____

LARGE FORMAT COPIES - BLACK & WHITE

DESCRIPTION	SIZE	QTY.	REGULAR BOND	COLOR BOND (specify)	OTHER	LEAVE LOOSE	STAPLE ONLY	EDGE BIND

SMALL FORMAT COPIES

 BLACK & WHITE

 COLOR

 BOTH

DESCRIPTION	SIZE	QTY.	REGULAR BOND	OTHER PAPER (specify)	COVERS / BACKERS	FINISHING/BINDING

LARGE FORMAT COLOR

 ORIGINAL/FILE IS PRINT READY

 DESIGN SERVICES REQUIRED

 DESIGN INSTRUCTIONS: _____

DESCRIPTION	SIZE	QTY.	MEDIA TYPE	SPECIAL INSTRUCTIONS

FINISHING

BOARD MOUNTING: BLACK WHITE 3/16" 1/2" FOAM BOARD GATOR BOARD OTHER: _____

LAMINATING: 1-SIDE 2-SIDE GLOSS MATTE DRY ERASE

OTHER FINISHING INSTRUCTIONS: _____

MULTI RECIPIENT LIST:

 COMPANY: _____ QTY: _____
 CONTACT _____ NOTE: _____
 ADDRESS: _____
 ADDRESS: _____
 CITY: _____ ST: _____
 ZIP: _____

 COMPANY: _____ QTY: _____
 CONTACT _____ NOTE: _____
 ADDRESS: _____
 ADDRESS: _____
 CITY: _____ ST: _____
 ZIP: _____

 COMPANY: _____ QTY: _____
 CONTACT _____ NOTE: _____
 ADDRESS: _____
 ADDRESS: _____
 CITY: _____ ST: _____
 ZIP: _____

 COMPANY: _____ QTY: _____
 CONTACT _____ NOTE: _____
 ADDRESS: _____
 ADDRESS: _____
 CITY: _____ ST: _____
 ZIP: _____