



Portland Branch
 1732 NW Johnson St
 Portland, OR 97209

Phone: 503-227-3424
 Fax: 503-223-4254

Bend Branch
 1151 SE Centennial Ct., #3
 Bend, OR 97702

Phone: 541-749-2151
 Fax: 541-749-2154

Due Date: _____ Due Time: _____ Order #: _____

Ordered By: _____ Taken By: _____

Customer: _____

E-MAIL: _____ Fax: _____

Phone #: _____ P.O. #: _____

Job Name: _____ Job #: _____

WAIT

Will Call @ _____

Deliver

Split Delivery

Ship: check type below

UPS: Grnd. O/Nite

Fed Ex: 2nd O/Nite

Other:

On Acct: _____

CASH: CARD CHECK

Finished Plans – Wrapping Options

Kraft paper wrapping

Belly band ONLY

No wrapping

DESCRIPTION & SIZE OF ORIGINALS	# OF ORIGINALS	# WANTED OF EACH	REPRODUCTION PROCESS

SPECIAL INSTRUCTIONS:

Prints To: _____

Due Date & Time: _____

Originals To: _____

Due Date & Time: _____