ARC™

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Clear Order Data

Send Order

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

Billing Information

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

Received By: _____ **Processed By**_____ **Checked By**_____