

Eastern



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Ph: 617-292-0111
Hours: Mon-Fri 8am-5pm

Today's Date _____
Account # _____
Job Name or # _____
PO# _____

MV#

Due Time _____ am ☐ pm ☐

Please call ahead for RUSH Orders

Bill To:		Ship To:	
Address		Address	
Floor/Suite	Phone #	Floor/Suite	Phone #
City	State	City	State
Ordered By	Zip	Attention	Zip
Additional Delivery Information			

LARGE FORMAT BOND ☐ BLACK AND WHT ☐ COLOR

# Originals	Detailed Instructions

LARGE FORMAT COLOR

# Originals	Final Size	Heavy Bond	Photo Gloss	Photo Satin	Other	Special Instructions
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SMALL FORMAT ☐ BLACK AND WHT ☐ COLOR

# Original	Size	3-hole	Colored Stock	Orientation	GBC	Screw	Coil	Staple	Covers	Z-Folds	Tab	Other
		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

MOUNTING/ LAMINATING Mounting Material ☐ White ☐ Black ☐ Foam ☐ Gator ☐ 3/16" ☐ 1/2" (Special Order)

Large and Small Format Document Scanning ☐ BLACK AND WHT ☐ COLOR

Originals _____

Default file format is Adobe PDF.

Special Instructions:

Convert to ACAD DWG: _____

(2-5 Business Days)

Additional Instructions

OFFICE USE ONLY (SHADED AREA BELOW IS FOR ARC'S USE ONLY)

	Code	# of Originals	# of Copies	Size	NOTES
1				X	
2				X	
3				X	
4				X	
5				X	

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