

# JOB REQUEST FORM

Accompanies all jobs through production. All aspects of form must be acknowledged to maintain quality assurance.



4455 Alaska St, Unit B  
Burnaby, BC V5C 5T3  
t 604 293 0029  
f 604 293 1300

1774 W 2nd Ave  
Vancouver, BC V6J 1H6  
t 604 714 3299  
f 604 714 3298

Company Name		Contact Name		Docket #
Address		Phone #	Fax #	Estimate #
		Time/Date Received		Multipart Job
Acct#/Cash	PO#	Job#	Delivery Deadline	

REPRO

No. of Originals	Description	No. Prints Each	Size	Special Instructions
	Bond <input type="checkbox"/> Vellum <input type="checkbox"/> Mylar <input type="checkbox"/>			
	Bind <input type="checkbox"/> Staple <input type="checkbox"/> Fold <input type="checkbox"/>			
	Coloured Bond <input type="checkbox"/> CD/DVD Burn <input type="checkbox"/>			
	PDF/PLT supplied <input type="checkbox"/> DWG <input type="checkbox"/>			
	Scanning/Archiving <input type="checkbox"/> tiff <input type="checkbox"/> or PDF <input type="checkbox"/>			
	Enlargement <input type="checkbox"/> Reduction <input type="checkbox"/>			

INKJET/  
DURST

	70lb Bond <input type="checkbox"/> BlueBack BB <input type="checkbox"/> Vinyl Cut Ltr <input type="checkbox"/>			
	ControlTac <input type="checkbox"/> Calendar <input type="checkbox"/> Card <input type="checkbox"/>			
	Vinyl Banner <input type="checkbox"/> Mesh Banner <input type="checkbox"/>			
	Inkjet Bond <input type="checkbox"/> Inkjet Gloss <input type="checkbox"/> Inkjet Satin <input type="checkbox"/>			
	Computer Time <input type="checkbox"/> Scanning <input type="checkbox"/>			

FINISHING

	Foamboard 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/> Black <input type="checkbox"/>			
	Gatorboard 3/16 <input type="checkbox"/> 1/2 <input type="checkbox"/>			
	Sintra <input type="checkbox"/> Card <input type="checkbox"/> Styrene <input type="checkbox"/>			
	3mil <input type="checkbox"/> 5mil <input type="checkbox"/> 10mil <input type="checkbox"/>			
	Gloss <input type="checkbox"/> Matte <input type="checkbox"/> Lustre <input type="checkbox"/> Write/Erase <input type="checkbox"/>			
	Trim Only <input type="checkbox"/> Encapsulation <input type="checkbox"/> Easel <input type="checkbox"/>			

B/W

	8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 12x18 <input type="checkbox"/>			
	Cover <input type="checkbox"/> Acetate <input type="checkbox"/> Label <input type="checkbox"/>			
	3-hole <input type="checkbox"/> Scoring <input type="checkbox"/> Folding <input type="checkbox"/>			
	Transparencies <input type="checkbox"/> Scanning <input type="checkbox"/>			
	Cerlox <input type="checkbox"/> Wire <input type="checkbox"/> Spiral <input type="checkbox"/>			

COLOUR

	8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 12x18 <input type="checkbox"/>			
	Singlesided <input type="checkbox"/> Doublesided <input type="checkbox"/>			
	Cardstock <input type="checkbox"/> Gloss <input type="checkbox"/>			
	Transparencies <input type="checkbox"/> Scanning <input type="checkbox"/>			
	Doc Prep/Typesetting <input type="checkbox"/>			

Comments/  
Instructions

Received:	<b>Sub Total</b>	
	<b>GST</b>	
	<b>PST</b>	
	<b>TOTAL</b>	

GST# 81195 9071 RT0001

Phone When Ready       Front Counter PickUp       ARC Dispatch Delivery       Number of Pieces \_\_\_\_\_

Ship to Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Courier Delivery from ARC

Company \_\_\_\_\_

Time Picked Up \_\_\_\_\_

# of pieces \_\_\_\_\_

Courier # \_\_\_\_\_