



COMPANY NAME _____ ORDERED BY _____ MV NUMBER _____

PHONE NUMBER _____ DUE DATE _____ DUE TIME _____

JOB NAME _____ JOB NUMBER _____ P.O. NUMBER _____

PRINTED BY _____ QC _____ RECEIVED BY _____ DATE _____

B&W

Color

DELIVERY INSTRUCTIONS		
COMPANY NAME _____		
STREET ADDRESS _____		
PHONE NUMBER _____		FAX NUMBER _____
CITY _____	STATE _____	ZIP CODE _____
CREDIT CARD # _____		

DELIVERY/SHIPPING			
	5200	PICK UP	
	5201	DELIVERY	
	5201.05	SPLIT/ALT DELIVERY	
	5201.02	OUT OF AREA	
	2218.20	RUSH CHARGES	
	5502	GROUND	
	5501	2nd DAY / OVERNIGHT	
	5503	PACKAGING & HANDLING	
	5503.01	CUSTOM P & H	
	8501	PW SCANNING PLANS	
	8502	PW SCANNING COLOR	
	8503	PW SCANNING SPECS	
	6131	EMAIL	
	9200	BURN TO CD	
	9201	BURN TO DVD	
	9204	JEWEL CASE	
	6135.01	SCALE CHANGES	
	6120	DWG CONVERSIONS	
	9401	PDF CONVERSION	
	9303	MANUAL FILE NAMING	
	8700	HYPERLINKING	

	CODE	DESCRIPTION	ORIG	SETS
	2500	COLOR COPIES 8.5X11		
	2503	COLOR COPIES 8.5X11 COVER		
	2500.05	COLOR COPY 8.5X11 - 100# TEXT		
	2506	COLOR COPIES 8.5X11 TRANSPAREN		
	2501.02	COLOR COPIES 8.5X14 1-SIDED		
	2501.03	COLOR COPIES 8.5X14 2-SIDED		
	2504.02	COLOR COPIES 8.5X14 COVER		
	2501	COLOR COPIES 11X17		
	2504	COLOR COPIES 11X17 CARD		
	2507	COLOR COPIES 11X17 TRANSPARENC		
	2502	COLOR COPIES 12X18		
	2505	COLOR COPIES 12X18 COVER		

	CODE	DESCRIPTION	ORIG	SETS
	4042.01	POCKET LAMINATE, BUSINESS CARD		
	4044	POCKET LAM 8.5X11 5MIL		
	4045	POCKET LAM 11X17 5MIL		
	4046	POCKET LAM 8.5X11 10MIL		
	4047	POCKET LAM 11X17 10MIL		
	4059	GROMMETS		
	4062.08	EDGE MOUNT TRIM		
	2218.04	LABOR OVERTIME		
	2218.01	DESIGN TIME 1/4 HOUR		
	2218.07	DESIGN PER HOUR		
	2514	SPLICE		
	2515	TRIM		
	2516.02	RIP CHARGE		
	2530	HAND COLLATE		
	2535	PROOF CHARGE		
	2535	PROOF CHARGE		
	4314	OUTSIDE SERVICES		

[illegible]