

1 of _____		Tracking Number _____	
FOR INTERNAL USE ONLY (DO NOT WRITE IN BOX BELOW)			
Date Picked Up _____		Time _____	Driver _____
Code	Large Format Quantity	Code	Narrow Format Quantity

CUSTOMER INFORMATION	
Company Name _____	
Location _____	
Phone Number _____	Ext _____
Ordered By _____	
P.O. Number _____	
Job Name _____	
<input type="checkbox"/> Keep Job On File (If keeping job on file, please contact our Bid Department)	

DELIVERY METHOD	DATE AND TIME DUE
<input type="radio"/> Deliver <input type="radio"/> CPU <input type="radio"/> Call When Ready <input type="radio"/> Waiting Ship Via _____	Date Due _____ Time Due _____

DISTRIBUTION / SHIP TO ADDRESSES		
Address _____		
City _____	State _____	Zip _____
<input type="checkbox"/> See Attached List		

LARGE FORMAT INSTRUCTIONS	
Number of Originals _____	Number of Sets Required _____
<input type="radio"/> Bind Edge <input type="radio"/> Staple Edge <input type="radio"/> Loose <input type="radio"/> Fold	
<input type="radio"/> Copy Output Size = 100% <input type="radio"/> Reduce / Enlarge To _____ %	
<input type="checkbox"/> Use Recycled Media	
Notes:	

NARROW FORMAT INSTRUCTIONS	
Number of Originals _____	Number of Sets Required _____
<input type="radio"/> GBC <input type="radio"/> Plastic Spiral Coil	<input type="radio"/> Staple <input type="radio"/> Loose
<input type="radio"/> Single Sided <input type="radio"/> Double Sided	<input type="radio"/> B/W Copies <input type="radio"/> Color Copies
<input type="checkbox"/> Use Recycled Media	
Notes:	