ARC™ Document Solutions

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DOCUMENT MANAGEMENT ORDER FORM

(for office use only / MV#_____)

BILL TO		SHIP TO	
COMPANY NAME		COMPANY NAME	
CONTACT NAME		CONTACT NAME	
PHONE #		PHONE #	
CONTACT EMAIL		STREET ADDRESS	
PO#		CITY, STATE, ZIP	
JOB #		SHIPPING METHOD	
		☐ ARC TRUCK ☐ UPS GROUND ☐ FEDEX PRIORITY ☐ PICK-UP	
DATE / TIME NEEDED		**** 3rd party shipping account numbers not accepted ****	

LARGE DOCUMENT COPYING

MONOCHROME PRINTS

# ORIGINALS ENCLOSED	# SETS NEEDED	MATERIAL TYPE
		Bond
		32# Pres. Bond
		Vellum
		Mylar
		Reduce / Enlarge**

** Specify -->> %_____ / Size_____

☐ BIND ☐ STAPLE ☐ NONE

(If no selection is specified, our best judgement will be based on job)

COLOR PRINTS

# ORIGINALS ENCLOSED	# SETS NEEDED	MATERIAL TYPE
		20# Bond
		35# Pres. Bond
		7.6 mil Glossy
		Reduce / Enlarge**

** Specify -->> %_____ / Size_____

FINISHING
(check all that apply)

MOUNTING	Foamcore (white only)	
	Gator Board (white)	
	Gator Board (black)	
LAMINATE	Matte	
	Gloss	
ENCAPSULATE	Matte	
	Gloss	
EDGE TRIM	White	
	Black	

GROMMETS ☐ VELCRO ☐

SMALL DOCUMENT COPYING

MONOCHROME SPECS

# ORIGINALS ENCLOSED	# SETS NEEDED	MATERIAL SIZE
		8.5x11
		11x17

☐ SINGLE SIDED ☐ DOUBLE SIDED

COLOR PRINTS

# ORIGINALS ENCLOSED	# SETS NEEDED	MATERIAL SIZE
		8.5x11
		11x17

☐ 28# BOND ☐ GLOSSY

(If no selection is specified, 28# Bond is used)

BINDING
(check all that apply)

ACCO	Standard Cardstock Only Front / Back		☐
GBC	Standard Cardstock Only Front / Back		☐
	Acetate	☐ Front	☐ Back
	Blk Vinyl		☐ Back
VELO	Standard Cardstock Only Front / Back		☐
	Acetate	☐ Front	☐ Back
	Blk Vinyl		☐ Back
WIRE-O	Standard Cardstock Only Front / Back		☐
	Acetate	☐ Front	☐ Back
	Blk Vinyl		☐ Back

3-Ring Binder: _____size determined by job

3-Hole Punch Only ☐

DIGITAL SERVICES

SCANNING
(Check all that apply)

SCAN TO FILE / PLANWELL

☐ Plans ☐ Specs ☐ Both

For Specs: ☐ Single Sided ☐ Double Sided

SCAN TO

☐ B & W ☐ Color ☐ CD

☐ Email ☐ FTP ☐ Other

FILE TYPE

☐ TIFF ☐ PDF ☐ JPG

Email / FTP:

INSTRUCTIONS, SUPPLIES, ETC