



17 Talcott Notch Road
 Farmington, CT 06032
 (860) 677-8817
 (860) 677-6504 FAX

Salesperson:	Date:
<input type="checkbox"/> Customer Account <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
Bill To:	
<input type="checkbox"/> Deliver <input type="checkbox"/> Wait	<input type="checkbox"/> Reimbursable
<input type="checkbox"/> Pick-Up <input type="checkbox"/> Call	

Due Date: _____ **Time:** _____

Contact: _____
Telephone: _____
P.O. or Job #: _____

Reprographics			Photocopy or Color Copy		
	# Orig.	# Prints of each		# Orig.	# Copies of each
Print from Print		1	8 1/2 x 11		
Digital Blackline			8 1/2 x 14		
Reduction / Enlargement (scale) _____			11 x 17		
Vellum			Copy in sets as is		

Mylar			<input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided <input type="checkbox"/> Collate <input type="checkbox"/> Staple <input type="checkbox"/> Bind (type) _____ <input type="checkbox"/> Punch (type) _____ <input type="checkbox"/> Covers (color) _____ AIA's (please list) _____		
Presentation					
Quick File Mylar					
Finishing <input type="checkbox"/> Bind <input type="checkbox"/> Staple		Wrapping <input type="checkbox"/> Together <input type="checkbox"/> Separate			

Scanning / Plotting / PlanWell Posting

Plotting (specify media)

Scan to File (format)

Post to PlanWell (fill out PlanWell sheet)

Write to CD

Mounting & Laminating

Mount Foamboard Sintra
 Gatorboard Customer's Stock

Laminate Lustre .003 Gloss .0 _____

Extras Easel Velcro
 Hangers Magnets

Special Instructions

Work done by: _____ Work checked by: _____





Color Order Form

Farmington - 17 Talcott Notch Road, Farmington, CT 06032 Phone: (860) 677-8817, Fax: (860) 677-6504

Company Name _____
 Job Name or Number: _____
 Your Name: _____
 Telephone: _____
 E-mail: _____
 Bill to: _____

Order Date: _____
DUE DATE: _____
DUE TIME: _____
 Sent Via: Pickup ___ Drop Off ___ Electronic ___
 Delivery Via: Pickup ___ Deliver ___ FedEx ___
 Ship to: _____

Crest Account _____ Credit Card _____ Cash _____ Tax Exempt _____ Other _____

LARGE FORMAT COLOR

Media

___ Bond ___ Gloss
 ___ Backlight ___ Adhesive Vinyl
 ___ Vinyl Banner ___ Canvas
 ___ Weather Weave ___ Perforated Vinyl

Mounting

___ Foam Core 1/16 3/16 1/2
 ___ Gator Board 3/16 1/2
 ___ Sintra 1mm 3mm 6mm

Laminating

___ Low Luster 3mm
 ___ Gloss 3mm 5mm UV
 ___ Pebble 10mm
 ___ Quartz

<u>File Name</u>	<u>Final Size</u>	<u>Quantity</u>	<u>Media</u>	<u>Mounting</u>	<u>Laminating</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Printed by: _____ Time & Date: _____ Finished by: _____ Time & Date _____

COLOR COPIES

___ # of Originals
 ___ Enlarge/Reduce %
 ___ # of Copies of each
 ___ Collate
 ___ Staple
 ___ Other _____

Special Instructions:

