



2220 W. Peter Smith  
Fort Worth, TX 76106  
817-332-9704

Email: ftworth.prod.wps@e-arc.com

www.e-arc.com

Today's Date

Date & Time Required

Customer

P/U

or

Reprographics

Delivery

Company Name

Contact First & Last Name

Phone Number

ext.

Charge to (if different than above)

Job/Reference Name

Job / PO Number

**Black/White Large Digital Printing**

# of Originals	# of Sets	Output Size	Bond	Vellum Matte Mylar	32lb Pres. Bond	Color/Red Line	Plot / Process	Enlarge To	Reduce To	Bound	Unbound	Hold Scans on File	Scan to CD	File Type	Index Plans	Roll Separate
				Vellum Matte Mylar												
				Vellum Matte Mylar												
				Vellum Matte Mylar												
				Vellum Matte Mylar												

**Black/White Small Digital Printing (Specifications)**

# of Copies	Color of Cover	Color Prints	Single Sided	Double Sided	3 hole Punch	Staple Only	Staple & Tape	11x17	GBC Bound	Spiral Bound	Post Bound	Saddle Stitch	Unbound	Hold on File	Scan to CD	File Type	Index Specs

**Planwell: Digital Vault Archives**

**Split Delivery:**

Project Name:  \_\_\_\_\_

Project #:  ID# \_\_\_\_\_ Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Issue Name:  \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

**Special Instructions:**

**Shipping Information:**

Ship to Address \_\_\_\_\_

Attention \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

FedEx UPS Lonestar DHL Other \_\_\_\_\_

Ship Service / Arrival Time: \_\_\_\_\_ Use my Acct #  \_\_\_\_\_

Reprographics Use Only: On Hold  Proofing

P/U by order taken by:  Preflight Checked in by:  LF/SF Scan  LF/SF Que  Bind

Time:  Initial:

Fuel: \_\_\_\_\_ JTS Log # \_\_\_\_\_

Order # \_\_\_\_\_ Quote # \_\_\_\_\_

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(       )

Company Name \_\_\_\_\_ Contact First & Last Name \_\_\_\_\_ Phone Number \_\_\_\_\_ ext. \_\_\_\_\_

Charge to (if different than above) \_\_\_\_\_ Job/Reference Name \_\_\_\_\_ Job / PO Number \_\_\_\_\_

Oce TeS500 Large Digital COLOR Printing						
# of Origs.	# of Sets	Output Size	24# Bond	35# Bond	8mil Gloss	File Type & Scan Resolution

Xerox 240 Small Format Digital COLOR PRESS									
# of Origs.	# of Copies	Print Size	Trim Size	N-Up	Stock	Uncoated	Coated	Simplex Duplex	Bleed or Non
					<input type="checkbox"/> 24# <input type="checkbox"/> 80# cvr uc	<input type="checkbox"/> 80# cvr gloss	<input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Text		
					<input type="checkbox"/> 28# <input type="checkbox"/> 100# cvr uc	<input type="checkbox"/> 100# cvr gloss	<input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Text		
					<input type="checkbox"/> 24# <input type="checkbox"/> 80# cvr uc	<input type="checkbox"/> 80# cvr gloss	<input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Text		
					<input type="checkbox"/> 28# <input type="checkbox"/> 100# cvr uc	<input type="checkbox"/> 100# cvr gloss	<input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Text		
					<input type="checkbox"/> 24# <input type="checkbox"/> 80# cvr uc	<input type="checkbox"/> 80# cvr gloss	<input type="checkbox"/> 80# Text <input type="checkbox"/> 80# Text		
					<input type="checkbox"/> 28# <input type="checkbox"/> 100# cvr uc	<input type="checkbox"/> 100# cvr gloss	<input type="checkbox"/> 100# Text <input type="checkbox"/> 100# Text		

Mounting/Laminating :						Finishing:								
# of Origs.	Trim Size	Foamcore 3/16"	Ultraboard 3/16"	Large Format Laminate		Small Format Laminate		Perimeter Trim		Spiral Bound	GBC Bound	3 Hole Drill	Saddle Stitch	Score & Fold
		White Black	White Black	3mil Gloss	3mil Matte	5mil	10mil	3/16"	1/2"					
		White Black	White Black											

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reprographics Use Only: On Hold  Proofing

P/U by order taken by: \_\_\_\_\_  
Checked in by: \_\_\_\_\_  
LF/SF Scan \_\_\_\_\_ LF/SF Que \_\_\_\_\_ Bind \_\_\_\_\_

Initial:

Fuel: \_\_\_\_\_ JTS Log # \_\_\_\_\_

Order # \_\_\_\_\_

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