



Gainesville

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Acct #/Group

Order #

Quote #

ORDERED BY INFORMATION

Order Date: Due Date: Time Needed:
Company:
Name: Email:
Phone Number: After Hours Phone:

BILL TO INFORMATION

Company:
Address:
City, State, Zip:
Contact: Business Phone:
Project ID: Purchase Order #:
Non-Reimbursable Reimbursable

SHIP TO INFORMATION

Check if ship to address is same as bill to address
Company:
Address:
City, State, Zip:
Contact: Email:
Phone Number: After Hours Phone:
Distribute To Attached List # of pages attached
iShipDocs FedEx UPS Other Standard Next Day 2 Day
Use my account number

ORDER INFORMATION

Software & Operating System: PC Mac Plot File Software:
File Via: Disk Supplied E-Mail FTP Location:
(Please provide file names and any additional information in "Special Instructions" area)
Keep on File Update Existing Post to Web/VPR

SCANNING

Color B/W Grayscale Mixed Scan Resolution: DPI
Number of Originals: Size of Originals: X
Write to CD Keep on File Update Existing Post to VPR Post to Ftp Site
Save as File Type: tif jpg pdf eps Other

PLANS, PRINTS & PLOTS

Print/Copy: Full Size Half Size Other %
Orig Type: Hard Copy Digital File Mixed
Media: Bond Other
Binding: Bound Staple Only Loose Screw Post

SMALL FORMAT COPYING & PRINTING

Print/Copy: 8.5x11 8.5x14 11x17 12x18 14x18 (B/W only)
Color B/W Mixed
Single Sided Double Sided Collated Uncollated Full Bleed

Orig Type: Hard Copy Digital File Mixed
Media: 20lb Wht 20lb Color Cover Wht Cover Color
28lb 32lb Gloss Text Gloss Cover Transparency
Other
Binding: Wire Comb Staple Coil ACCO Screw Post
Bi-fold Z-fold 3-hole

LARGE FORMAT COLOR

Output Size: X
Media: Bond Satin Gloss Other

FINISHING

Mounting: No Mounting Needed
Substrate Thickness 3/16" 1/2" Other
Substrate Color White Black Other
Substrate Foamcore Gator Sintra Other
Laminating: No Laminating Needed
Laminate Finish Front Matte Satin Gloss Emboss Back Matte Satin Gloss
Laminate Thickness 3Mil 5Mil 10Mil 15mil
Trim Options Flush Encapsulated

Special Instructions

BILLING INFORMATION (ALL SHADED AREAS ARE FOR NGI USE ONLY)

Table with 9 columns: Product Code, # of Sets, # of Orig, Total, Width, Length, Description, Unit Price, Total

Received By: Processed By: Checked By: