

COMPANY NAME _____ ORDERED BY _____ W/O NUMBER _____

PHONE NUMBER _____ P.O. NUMBER _____ DUE DATE _____ DUE TIME _____

JOB NAME _____ JOB NUMBER _____ PLANWELL NUMBER _____



B&W



Color

DELIVERY INSTRUCTIONS	
COMPANY NAME _____	
STREET ADDRESS _____	
PHONE NUMBER _____	FAX NUMBER _____
CITY _____	STATE _____ ZIP CODE _____
CREDIT CARD # _____	

SMALL FORMAT		ORIG	SETS
1900	B & W BOND 8.5X11		
1900DS	B & W BOND 8.5X11 D/S		
1907	B & W BOND 8.5X14		
1902	B & W BOND 11X17		
1902DS	B & W BOND 11X17 D/S		
1914	B&W COLOR STOCK 8.5X11		
1915	B&W COLOR STOCK 8.5X14		
1916	B&W COLOR STOCK 11X17		
1917	B&W ON CARD STOCK		
1917DS	B&W ON CARD STOCK D/S		
1931	TABS		

LARGE FORMAT		ORIG	SETS
9301.01	LARGE FORMAT B & W SCANNING		X
9308	SMALL FORMAT SCANNING		X
9308.01	SMALL FORMAT SCANNING - 8.5" X 11"		X
9308.02	SMALL FORMAT SCANNING - 11" X 17"		X
1635	BOND PRINTS		X
1635	BOND PRINTS		X
1639	BOND 1/2 SIZE PRINTS		X
1639	BOND 1/2 SIZE PRINTS		X
1636	BOND PRINTS - RED LINE		X
1637	BOND PRINTS FULL COLOR		X
1640	BOND PRINTS 1/2 SIZE RED LINE		X
1610	BOND PRINTS 1/2 SIZE FULL COLOR		X
1610	BW VELLUM PRINTS		X
1612	BW MYLAR PRINTS 4 MIL		X

DELIVERY/SHIPPING	
5200	PICK UP
5201	DELIVERY
2299	RUSH CHARGES - COLOR
5501	2nd DAY / OVERNIGHT
5503	PACKAGING & HANDLING
5503.01	CUSTOM P & H

SMALL FORMAT BINDING			
1924	SHEET PROTECTORS		
1925	ACETATE COVERS 8.5X11		
1925.01	ACETATE COVERS 11X17		
1926.05	VINYL BACK COVER 8.5 X 11		
1917.01	BLANK CARD STOCK BACK		
1945	STAPLE ONLY		
1950	GBC UP TO 1/2"		
1950.01	GBC UP TO 150 PAGES		
1950.02	GBC UP TO 250 PAGES		
1950.03	GBC UP TO 350 PAGES		
1950.04	GBC OVER 350 PAGES		

SMALL FORMAT BINDING			
1951	COIL BINDING		
1951.01	COIL BIND UP TO 250 PGS		
1951.02	COIL BIND UP TO 350 PGS		
1953	SCREW POST BINDING		
1958	3 RING BINDERS		
1936	3-HOLE PUNCH		
1943	FOLDING		
1927	HAND COLLATING		

LARGE FORMAT BINDING			
1624	STAPLE ONLY		
1625	PAPER STRIP BINDING		
1625.01	MAXI BINDING		
1625.02	UNBIND/REBIND ORIGINALS		
1621.01	FOLDING		
1623.05	TRIMMING		

9200.01	BURN TO CD - FIRST COPY		
9200.02	BURN TO CD - ADD'L COPIES		
9201.01	BURN TO DVD - FIRST COPY		
9201.02	BURN TO DVD - ADD'L COPIES		
6131	EMAIL		
6120	DWG CONVERSIONS		
9401	PDF CONVERSION		
9302	INDEXING		
9305.01	SCALE CHANGES		

