ARC Document Solutions ARC Document Solutions Company Name Company Name Project Name **Project Name Project Number** Project Number Reimbursable? Yes or No Date&Time Needed Reimbursable? Yes or No Date&Time Needed Sets Needed _____ **Number Originals** Sets Needed Number Originals Ordered By Ordered By Finished Size Finished Size Lg Format bond Lg Format bond vellum mylar / film vellum mylar / film **Black & White** loose staple bound **Black & White** loose staple bound **Sm Format Sm Format** one sided two sided bind one sided two sided bind Black & White plastic or wire black or white **Black & White** plastic or wire black or white colored paper colored paper **Finishings Finishings** acetate covers cardstock covers vinyl backs acetate covers cardstock covers vinyl backs **Lg Format Color** Lg Format Color plots plots bond gloss bond gloss other other **Sm Format Color** copies 81/2 X 11 81/2 X 14 11X17 Sm Format Color copies 81/2 X 11 81/2 X 14 11X17 Mounting gator board gator board Mounting foam core other foam core other matte luster gloss lexson incapslate matte luster gloss lexson incapslate Laminting Laminting Other Services scan-to-file save to CD-Rom Y / N Other Services scan-to-file save to CD-Rom Y / N Notes/Other: Notes/Other: ARC use only: ARC use only: Completed By: Completed By: Bill: Bill: