

## ARC Document Solutions

Company Name \_\_\_\_\_

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

Project Number \_\_\_\_\_

Date&Time Needed \_\_\_\_\_ Reimbursable? Yes or No

Number Originals \_\_\_\_\_ Sets Needed \_\_\_\_\_

Ordered By \_\_\_\_\_

Finished Size \_\_\_\_\_

<b>Lg Format</b>	bond	vellum	mylar / film
<b>Black &amp; White</b>	loose	staple	bound
<b>Sm Format</b>	one sided	two sided	bind
<b>Black &amp; White</b>	plastic or wire	black or white	colored paper
<b>Finishings</b>	acetate covers	cardstock covers	vinyl backs
<b>Lg Format Color</b>	plots	bond	gloss other _____
<b>Sm Format Color</b>	copies	8 1/2 X 11	8 1/2 X 14 11X17
<b>Mounting</b>	foam core	gator board	other _____
<b>Laminting</b>	matte luster	gloss	lexson incapslate
<b>Other Services</b>	scan-to-file	save to CD-Rom	Y / N

Notes/Other: \_\_\_\_\_

ARC use only:

Completed By: \_\_\_\_\_

Bill: \_\_\_\_\_

\_\_\_\_\_

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