

Locations:
 1100 W Cambridge Cir. Dr., STE 200
 816-300-6600
 10955 Lowell #110, OPKS, 66210
 913-345-9424



Revised 9/1/2011

DATE ORDERED	DATE WANTED	MV# (OFFICE USE ONLY)
TIME ORDERED	TIME WANTED	PURCHASE ORDER #

arrived to ARC by: delivery ___ / walk-in ___ / email ___ / phone order ___

ORDERED FROM:	BILL TO:	SEND TO:
Company Name: _____	Company Name: _____	Company Name: _____
Contact Person: _____	Contact Person: _____	Contact Person: _____
Phone Number: _____	Phone Number: _____	Phone Number: _____
Address: _____	Email: _____	Address: _____
_____	Address: _____	_____
_____	Acct #: _____	<input type="checkbox"/> Deliver <input type="checkbox"/> Call When Ready
		<input type="checkbox"/> Will Call <input type="checkbox"/> Ship Fedex/UPS

Project	L=Loose, S=Staple, EB=Edge Bind	# COPIES	# ORIGINALS	Process	Size
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				
	L S EB				

SPECIAL INSTRUCTIONS: _____

PROJECT NAME AND/OR NUMBER TO INCLUDE ON INVOICE: _____