ARC Document Solutions

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W O R K O R D E R

P.O. No. _____ Job No. _____

Company Name: Contact: _____

Address:

Telephone No.. Ext.: _____

Date: _____

Date & Time Required: _____

Xerox Copies	Color Copies	Lg. Doc. Copies
☐ 8 1/2 x 11	☐ 8 1/2 x 11 ☐ 17 x 22	☐ 20 lb. Bond (B &W)
☐ 11 x 17	☐ 11 x 17 ☐ 22 x 33 (Single side only)	☐ Scale Change
☐ 8 1/2 x 14	☐ 8 1/2 x 14	☐ Vellum ☐ Mylar
☐ Supplied on Disk	☐ Supplied on Disk	☐ Sepia

BINDING & FINISHING

☐ 3 HP ☐ GBC ☐ Tape Bind
☐ Staple ☐ Perfect Bind
☐ Velo-Bind ☐ Coil Bind
☐ Acco-Fasten ☐ Screw Post

MOUNTING & LAMINATING

☐ 3/16 Foam core ☐ 1/2 Foam core
☐ 3/16 Gator Board ☐ 1/2 Gator Board
☐ 3/16 Bainbridge ☐ 1/2 Bainbridge
☐ UV Laminate ☐ Matte ☐ 3 Mil. ☐ 10 Mil.
☐ Encapsulate ☐ Gloss ☐ 5 Mil.
☐ Repro Trim Framing (black, white, silver, gold) (Circle One)

SUPPLY ORDER: