



VISIT US AT www.e-arc.com/locations/western

Los Angeles	213.745.3145	Valencia	661.702.9684
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Woodland Hills	818.224.3557	Thousand Oaks	805.496.0993
West LA	310.477.6501	Riot	213.516.3160
Beverly Hills	310.657.0040		

CHARGE TO:

WORKORDER:

DATE:

ORDERED BY:

AFTER HOURS PHONE:

P.O. NUMBER:

JOB NUMBER:

PROJECT NAME:

REIMBURSABLE:

☐ YES ☐ NO

JOB DUE:

A.M.

P.M.

DIGITAL COPIES / BOND SETS

NUMBER OF PRINTS FROM EACH ORIGINAL

NO. OF ORIGINALS	DESCRIPTION OF ORIGINALS	BOND	HEAVY BOND	COLORED BOND	VELLUM	MYLAR	STAPLE	EDGE BIND	SCREW POST	LOOSE	REDUCE/ENLARG.
											<input type="checkbox"/> FOLD TO
											STAMP
											<input type="checkbox"/> DATE
											<input type="checkbox"/> NFC
											<input type="checkbox"/> FOR CONSTR.
											<input type="checkbox"/> BID SET
											<input type="checkbox"/> OTHER:

COLOR COPIES (up to 12 x 18)

Media

B & W COPIES (up to 11 x 17)

Media

NO. OF ORIGINALS	DESCRIPTION OF ORIGINALS	NO. OF SETS	Media	NO. OF ORIGINALS	DESCRIPTION OF ORIGINALS	NO. OF SETS	Media
			<input type="checkbox"/> 28# BOND				<input type="checkbox"/> 20 LB BOND
			<input type="checkbox"/> 32# BOND				<input type="checkbox"/> TWO SIDED
			<input type="checkbox"/> TWO SIDED				<input type="checkbox"/> 3-HOLE PUNCH
			<input type="checkbox"/> 3-HOLE PUNCH				<input type="checkbox"/> OTHER
			<input type="checkbox"/> OTHER				

BINDERY

☐ LOOSE ☐ STAPLE ☐ SCREW POST ☐ ACCO BIND ☐ COMB BIND ☐ WIRE-O ☐ BINDER ☐ BINDER

WIDE FORMAT DIGITAL COLOR (up to 60" WIDE)

Media

WIDE FORMAT DIGITAL SCANS (up to 50" WIDE)

NO. OF FILES	DESCRIPTION OF ORIGINALS	NO. OF SETS	Media	NO. OF ORIGINALS	DESCRIPTION OF ORIGINALS	Media
			<input type="checkbox"/> REDLINES			<input type="checkbox"/> COLOR
			<input type="checkbox"/> MID COVERAGE			<input type="checkbox"/> B & W
			<input type="checkbox"/> 36# HEAVY BOND			
			<input type="checkbox"/> PHOTO GLOSS			DPI
			<input type="checkbox"/> PHOTO MATTE			<input type="checkbox"/> SCAN TO CD
			<input type="checkbox"/> BANNER			<input type="checkbox"/> PDF
			<input type="checkbox"/> OTHER:			<input type="checkbox"/> TIFF
						<input type="checkbox"/> OTHER

MOUNTING & LAMINATING

NO. OF PIECES	DESCRIPTION OF ORIGINALS / NOTES	BOARD COLOR	SUBSTRATE	THICKNESS	3-MIL	10-MIL	OTHER	GLOSS	MATTE	LUSTER	OTHER
		<input type="checkbox"/> BLACK	<input type="checkbox"/> ECO BOARD	<input type="checkbox"/> 3/16"	<input type="checkbox"/> LAMINATE			<input type="checkbox"/> ENCAPSULATE			
		<input type="checkbox"/> WHITE	<input type="checkbox"/> FOAM	<input type="checkbox"/> 1/2"							
			<input type="checkbox"/> GATOR								
			<input type="checkbox"/> OTHER								

SPECIAL INSTRUCTIONS

- ☐ Digitally archive this project for future orders
- ☐ Upload to PlanWell

ORIGINALS TO:

- ☐ DELIVER
- ☐ WILL CALL
- ☐ OVERNIGHT

PRINTS TO:

- ☐ DELIVER
- ☐ WILL CALL
- ☐ OVERNIGHT
- ☐ ISHIPDOCS

Thank you for your order...

We are proud to serve you and we appreciate your business.

We can deliver
your time critical information
wherever, whenever and
in whatever form you need it.

FOR ARC USE ONLY

☐ OPERATOR: ☐ Q.C.: ☐ MANAGER: