



ANN ARBOR
 2813 Boardwalk
 Ann Arbor, MI 48104
 (734) 663-2471
 (734) 663-8906 FAX
 michigan.annarbor@e-arc.com

DETROIT
 500 Griswold - Retail Promenade
 Detroit, MI 48226
 (313) 961-4444
 (313) 961-4144 FAX
 michigan.detroit@e-arc.com

FARMINGTON HILLS
 23684 Research Dr
 Farmington Hills, MI 48335
 (248) 489-1999
 (248) 489-7112 FAX
 michigan.farmington@e-arc.com

GRAND BLANC
 8226 Embury Road
 Grand Blanc, MI 48439
 (810) 695-9500
 (810) 695-9598 FAX
 michigan.grandblanc@e-arc.com

GRAND RAPIDS
 800 Monroe Ave. NW
 Grand Rapids, MI 49503
 (616) 452-1495
 (616) 452-8866 FAX
 michigan.grandrapids@e-arc.com

TROY
 1009 W. Maple Rd.
 Clawson, MI 48017
 (248) 288-5600
 (248) 288-1198 FAX
 michigan.troy@e-arc.com

IMPERIUM TRACKING	
ORDER DATE	DUE DATE

INVOICE TO:	COMPANY
	STREET
	CITY
	ORDERED BY _____ PHONE _____

DELIVER TO:	COMPANY
	STREET
	CITY
	ATTENTION

SPECIAL INSTRUCTIONS:

CUST. PO # _____

JOB RECEIVED AS:

- Hardcopy
- CD / DVD
- FTP / Website
- Flash Drive
- Other

DELIVERY OPTIONS:

- Call When Ready
- Our Truck
- iShipdocs
- Fed Ex / UPS _____
- Will Call _____
(Location)

- Post to PlanWell
- Keep on File

Job Name / Job No.	No. of Originals	Copies of Each	B&W Color	Description of Work

Order Confirmation _____ (please print name)

Quality Control (initial & date required)					
				Premier Account - (colored tags)	
Initial	Date	Initial	Date	Initial	Date

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