

<b>Bill To:</b>		<b>Ship To:</b>	
Address		Address	
Floor/Suite	Phone #	Floor/Suite	Phone #
City	State	City	State
Ordered By	Zip	Attention	Zip
Shipping Method: <input type="checkbox"/> ARC's Courier <input type="checkbox"/> FedEx <input type="checkbox"/> UPS Acct # _____ <input type="checkbox"/> Customer Pickup <input type="checkbox"/> Ishipdocs <input type="checkbox"/> Early Am <input type="checkbox"/> Next Day <input type="checkbox"/> Ground Special Instructions (for other delivery method or split delivery explain below):		Document Management: <input type="checkbox"/> (Retain Project for future use) In PlanWell <input type="checkbox"/> Update Existing Files In PlanWell	

## PRINTING, COPYING AND BINDING

To ensure optimum quality standards, please enter quantities in appropriate box and check box for binding and wrapping. Thank you.

### LARGE FORMAT BOND PRINTING COPYING and BINDING

# Originals	Sets	Bond	Mylar	Loose	Staple	Bind	Rolls / Sets	Other
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	

### LARGE FORMAT COLOR PRINTING and COPYING

# Originals	Sets	Size	Heavy Bond	Photo Gloss	Photo Matte	Photo Satin	Canvas	<input type="checkbox"/> DIGITAL FILE	<input type="checkbox"/> RETURN ORIGINAL as Digital File on CD
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### SMALL FORMAT

☐ BLACK AND WHT ☐ COLOR PRINTING, COPYING and BINDING ☐ HARD COPY ORIGINAL ☐ DIGITAL FILE

#Original	Size	3-hole	Colored Stock	Orientation	GBC	Screw	Coil	Staple	Covers	Z-Folds	Tab	#Copies	Other
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

### MOUNTING/ LAMINATING

(CHOOSE ALL THAT APPLY)

Mounting Material ☐ White ☐ Black ☐ Foam ☐ Gator ☐ Coroplast ☐ Sintra ☐ Illustration Board ☐ 3/16" ☐ 1/2"

Laminate ☐ 3 mil ☐ 5 mil ☐ 10 mil ☐ Pocket ☐ Encapsulate ☐ Flush Trim ☐ Gloss ☐ Dry Erase ☐ Matte ☐ Satin

# ORIGINALS \_\_\_\_\_ Fasteners / Edges ☐ Grommets ☐ Velcro Edge Guard: ☐ 3/16" ☐ 1/2" ☐ Edge Guard Color \_\_\_\_\_

Sets \_\_\_\_\_ Size \_\_\_\_\_ Additional Services \_\_\_\_\_ ☐ Easel ☐ Magnetic Strips

SCANNING # OF ORIGINALS \_\_\_\_\_ DPI \_\_\_\_\_ ☐ B&W ☐ COLOR ☐ TIF ☐ JPEG ☐ PDF ☐ BURN TO CD ☐ USB ☐ E-Mail

### SPECIAL INSTRUCTIONS

☐ Check here if you need more order forms

## OFFICE USE ONLY

(SHADED AREA BELOW IS FOR ARC'S USE ONLY)

	Code	# of Originals	# of Copies	Size	NOTES
1				X	
2				X	
3				X	
4				X	
5				X	
6				X	

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Printed by \_\_\_\_\_ Checked by \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment ☐ Charge Account ☐ COD ☐ AmExpress ☐ Visa ☐ MC