



# Document Solutions

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Order/PO# No. \_\_\_\_\_

Date: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

REFERENCE: \_\_\_\_\_

NUMBER OF SETS TO PRINT: \_\_\_\_\_ NUMBER OF ORIGINALS: \_\_\_\_\_

SIZE: \_\_\_\_\_

### LARGE FORMAT PRINTS/COPIES

B&W BOND	<input type="checkbox"/>
B&W VELLUM-TRACING	<input type="checkbox"/>
B&W MYLAR <input type="checkbox"/> FRONT <input type="checkbox"/> BACK	<input type="checkbox"/>
COLOR	<input type="checkbox"/>
ARE PLANS TO BE BOUND?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### SMALL FORMAT PRINTS/COPIES

B&W COPIES/PRINTS	<input type="checkbox"/>
COLOR COPIES/PRINTS	<input type="checkbox"/>
ARE PRINTS TO BE BOUND?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### FINISHING

LAMINATING	<input type="checkbox"/>
DRY MOUNTING	<input type="checkbox"/>

### DIGITAL SERVICES

HOLD ON FILE	<input type="checkbox"/>
SCAN TO <input type="checkbox"/> COLOR <input type="checkbox"/> B&W <input type="checkbox"/> CD <input type="checkbox"/> USB <input type="checkbox"/> E-MAIL	

DUE DATE: \_\_\_\_\_

DUE TIME: \_\_\_\_\_

DELIVERY / PICKUP \_\_\_\_\_

### DELIVERY INFORMATION IF DIFFERENT FROM SENDER ADDRESS

### SPECIAL INSTRUCTIONS