



3521 20th Street
 Metairie, La 70002
 PH: 504-838-8300
 Email: Metairie@e-arc.com

Company Name: _____
 Address: _____
 Ordered by: _____ Account # _____
 Phone # _____ Cell # _____

DATE AND TIME DUE
 NO "RUSH" OR "ASAP" PLEASE
 Date: _____ Time: _____

Delivery Split Delivery
 Will Call Call When Ready

Project Name or # _____ Purchase Order # _____

*******Please Fill in the Appropriate*******

	Originals	Copies	Finished Size	MEDIA	LARGE BINDERY	SMALL
Large Format cad color Or B&W Copying or printing			<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> _____ %	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum <input type="checkbox"/> Film	<input type="checkbox"/> Strip & Staple <input type="checkbox"/> Staple <input type="checkbox"/> 3Hole Punch <input type="checkbox"/> Screw Post	<input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> GBC <input type="checkbox"/> Coil <input type="checkbox"/> Staple
Small Format B&W Copying			<input type="checkbox"/> Same Size <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided	<input type="checkbox"/> Cover <input type="checkbox"/> Color _____	PlanWell	
Large Format Graphic Color printing			<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> _____ %	<input type="checkbox"/> 24lb Bond <input type="checkbox"/> Gloss <input type="checkbox"/> Other	Store in PlanWell <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Issue Name : <input type="checkbox"/> Public <input type="checkbox"/> Private	
Small Format Color Copying			<input type="checkbox"/> Same Size <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided	<input type="checkbox"/> Cover <input type="checkbox"/> Color _____		
Banners		Laminating		Mounting		Scanning Services
Size _____ x _____		<input type="checkbox"/> Clear Mil _____ <input type="checkbox"/> Matte Mil _____		<input type="checkbox"/> 3/16" Foamcore <input type="checkbox"/> 3/16" Gatorboard Black _____ White _____		Black & White <input type="checkbox"/> Color <input type="checkbox"/> PDF <input type="checkbox"/> TIFF JPEG <input type="checkbox"/> DWG <input type="checkbox"/> Burn to CD <input type="checkbox"/> DVD <input type="checkbox"/>
Grommets <input type="checkbox"/> Hemmed <input type="checkbox"/>		Sides <input type="checkbox"/> <input type="checkbox"/> One				

Direct to Board Color Printing — Please Circle

Size _____ x _____ Single Sided Double Sided Zund Cut Adhesive Vinyl Window Mesh BackLit Poster Paper
 MDO Foamcore Gatorboard Lusterboard Sintra 4 mil Coroplast 10 mil Coroplast Alumacor Aluminum

Additional Instructions

★ Direct to Board Color Printing up to 48" x 96" ★ Banners up to 192" wide by any length ★