



Contact Should Be Made  
Via Phone BEFORE Email  
If Possible.....Email is  
Considered "No Contact"

Contact  
Attempt #1  
Attempt #2

INTERNAL USE ONLY					ORDER NUMBER	
TRACKING NO:	BY:	DATE:	TIME:	PRICE:		
SPOKE WITH / VOICEMAIL:			DATE:	TIME:	BY:	

P.O. #		<b>TIME JOB WANTED</b> → <input type="text"/> <b>DATE</b> <input type="text"/> <small>PLEASE NO ASAP</small>	<b>SPLIT JOBS:</b> _____ <b>OF</b> _____ <b>Q/C BY:</b> _____
PROJECT NAME/#			

## PLEASE FILL OUT ALL INFORMATION BELOW

Charge To:	NOTES
Originals To:	
Prints To:	
PHONE #	
Alternate PHONE #	
E-Mail Add.	

## LARGE FORMAT B&W DOCUMENT COPYING & DIGITAL BOND PRINTING (16)

	COPIES (each)	NO. OF ORIGINALS	SIZE		COPIES (each)	NO. OF ORIGINALS	SIZE	MEDIA	BINDING
LG. DOC. COPYING <input type="checkbox"/>								<input type="checkbox"/> BOND  <input type="checkbox"/> VELLUM  <input type="checkbox"/> MYLAR	<input type="checkbox"/> STAPLE  <input type="checkbox"/> STRIP  <input type="checkbox"/> SCREW POST  <input type="checkbox"/> LOOSE
DIGITAL PRINTING <input type="checkbox"/>									

## LARGE FORMAT COLOR COPYING & PRINTING (22)

COPIES (each)	NO. OF ORIGINALS	SIZE	MEDIA	DIGITAL OUTPUT FILENAME(S) (61)
			<input type="checkbox"/> BOND	
			<input type="checkbox"/> GLOSS	
			<input type="checkbox"/> MATTE	

## SMALL FORMAT COPYING

		NO. OF SETS	NO. OF ORIGINALS	STOCK REQUIRED	SIDES COPIED	STOCK SIZE
<b>B&amp;W (19)</b> <input type="checkbox"/>  <b>COLOR (25)</b> <input type="checkbox"/>	STANDARD COPYING <input type="checkbox"/>				<input type="checkbox"/> SINGLE  <input type="checkbox"/> DOUBLE  <input type="checkbox"/> SAME AS ORIGINALS	<input type="checkbox"/> 8.5 X 11
						<input type="checkbox"/> 8.5 X 14
						<input type="checkbox"/> 11 X 17
						<input type="checkbox"/> OTHER _____
	DIGITAL OUTPUT <input type="checkbox"/>					

## MOUNTING (40)

STOCK	COLOR
<input type="checkbox"/> FOAM CORE	<input type="checkbox"/> WHITE
<input type="checkbox"/> GATOR BOARD	<input type="checkbox"/> BLACK

## LAMINATING (40)

<input type="checkbox"/> 3 MIL	<input type="checkbox"/> SINGLE
<input type="checkbox"/> 5 MIL	<input type="checkbox"/> DOUBLE
<input type="checkbox"/> 10 MIL	

## FILE TRANSFER OPTIONS (61)

FILE DESTINATION	QUANTITY: _____
<input type="checkbox"/> THUMB DRIVE	RESOLUTION: _____ DPI
<input type="checkbox"/> CD	AT _____ SIZE
<input type="checkbox"/> E-MAIL	
_____ _____ _____	

## BINDERY/FINISHING (19)

<input type="checkbox"/> ACCO	<input type="checkbox"/> SCREW POST	<input type="checkbox"/> RUBBER BAND
<input type="checkbox"/> GBC	<input type="checkbox"/> STAPLE	<input type="checkbox"/> FOLD COPIES
<input type="checkbox"/> PLASTIC COIL	<input type="checkbox"/> PAPER CLIP	<input type="checkbox"/> FOLD ORIGINALS
<input type="checkbox"/> TRIM	<input type="checkbox"/> SHRINK-WRAP	<input type="checkbox"/> HOLE PUNCH
		<input type="checkbox"/> OTHER _____
_____ _____		

Additional Notes - See Reverse

[illegible]