

	◀ OPERATOR
	◀ BILLED



PO#▶	
SP#▶	

CODE	UNITS	SETS	SIZE	Description	Price	TOTAL

DO NOT WRITE ABOVE LINE. FOR OFFICE USE ONLY

Customer: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

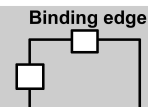
**NYC LOCATIONS**

Corporate Office  
 256 West 38th Street 4th Floor  
 New York, NY 10018  
 212-777-1110  
 F 212-777-0880

Midtown  
 256 West 38th Street 3rd floor  
 212-686-2436 - F 212-532-8397  
 nyinfo@e-arc.com  
 www.e-arc.com

Date	Job Name and Number	Due Date	Due Time

LARGE FORMAT PRINTING				Output / Size	Paper	Binding
BLACK + WHITE ▶	Originals	SETS	Total	Full Size Half Scale custom % Fit to other _____	___ BOND	Edge Bind Staple Fold Screw Post Loose Other _____
					___ VELLUM	
COLOR ▶	Originals	SETS	Total		___ MYLAR	
					___ Pres.	
If more space is needed, please use "special instructions" below					___ GLOSS	
					___ SATIN	
					___ Other	

SMALL FORMAT PRINTING				Output / Size	Paper	Binding
BLACK + WHITE ▶	Originals	SETS	Total	SIMPLEX DUPLEX	___ 20# Bond ___ 28# Bond ___ 32# Bond	___ ACCO ___ GBC ___ Wire-O ___ Spiral ___ Tape ___ Screw Post ___ Velo Bind ___ Acetate Cvr ___ Vinyl Back
COLOR ▶	Originals	SETS	Total	8.5"x14" 11"x17" 12"x18" 13"x19" Other _____	Text # _____ Cover # _____ Gloss # _____ Satin # _____ Other _____	___ Binding edge  <small>please select</small>
If more space is needed, please use "special instructions" below						

FINISHING			LAMINATION	FINISHING OPTIONS
MOUNTING			___ MATTE	___ Trim to marks
FOAMCORE		3/16"	___ GLOSS	___ Encapsulate
GATORBOARD		1/2"	___ SATIN	___ Round Corner
ILLUSTRATION		BLACK	___ SCRIBE	___ Single Sided
OTHER _____		WHITE		___ 3 MIL
				___ 6 MIL
				___ 10 MIL
				___ 20 MIL
				___ Easel
				___ Velcro
				___ Double Sided Tape
				___ Hole Drill

PLANWELL DIGITAL SERVICES	SCANNING / ARCHIVAL SERVICES
NEW PROJECT: _____	BLACK + WHITE <input type="checkbox"/>
ADD TO PROJECT: _____	COLOR <input type="checkbox"/>
	SIZE: _____
	File Type: _____
	E-Mail: _____
	DISC _____

**SPECIAL INSTRUCTIONS**

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