



CLIENT ORDER FORM

Woodbridge (Head Office)
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 Woodbridge, ON L4H 3H9
 Tel: 905-264-1616
 Fax: 905-265-9540
 ☎: tor.plotting@e-arc.com

Toronto (Downtown)
 317 Adelaide St. West
 Toronto, ON, M5V 1P9
 Tel: 416-363-9311
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Markham
 105 Commerce Valley Drive
 Markham, ON
 Tel: 289-818-1811
 Fax: 905-889-4956
 ☎: tor.markham@e-arc.com

Client Info.

Client: _____

Contact: _____

Scheduling:

Date Ordered: _____ Pick-Up:

Due Date: _____ Delivery:

Due Time: _____ AM PM Waiting:

P. O. No.-Job/Project Description:

Number Of Originals	Description Of Originals	Prints/Sets	Bound	Covers F B F&B	Cerlox Coil Wire Size	Total Units	Unit Price (\$)	AMOUNT(\$)	
Large Format B/W - Digital Bond Prints - Reduction/Enlargement - Digital Vellum Prints - Digital Mylar Prints - CAD File Processing - PLT/TIFF Processing Small Format B/W - B/W 8½ x 11 - B/W 8½ x 14 - B/W 11 x 17 Scanning Services - Large B/W Scanning - Large Colour Scanning - Small B/W Scanning - Small Colour Scanning Finishing Services - Folding - Staple/Strip Bind Sets - Chicago Post Screw Bind - Acco Bind - Cerlox, Coil, Wire - 3/16" Foam Core Mount - 3 mil Lamination Large Format Colour - Colour Plotting - Colour CAD Plotting Small Format Colour - Colour 8.5 x 11 - Colour 11 x 17 - Colour 12 x 18 Misc. Courier Charge Deliver Files via email Copy Files to CD							SUB TOTAL BEFORE TAXES		
							DELIVERY		
							SUB TOTAL		
							TOTAL		

Special Instructions/Delivery Instructions:

Customer Signature: _____

Completed by: _____

Checked by: _____