



**Orlando**  
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Acct #/Group \_\_\_\_\_  
 Order # \_\_\_\_\_  
 Quote # \_\_\_\_\_

**ORDERED BY INFORMATION**

Order Date: \_\_\_\_\_ Due Date: \_\_\_\_\_ Time Needed: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_

**BILL TO INFORMATION**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Project ID: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_  
 Non-Reimbursable  Reimbursable

**SHIP TO INFORMATION**

Check if ship to address is same as bill to address  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_  
 Distribute To Attached List \_\_\_\_\_ # of pages attached  
 iShipDocs  FedEx  UPS  Other \_\_\_\_\_  Standard  Next Day  2 Day  
 Use my account number \_\_\_\_\_

**ORDER INFORMATION**

Software & Operating System:  PC  Mac  Plot File  Software: \_\_\_\_\_  
 File Via:  Disk Supplied  E-Mail  FTP Location: \_\_\_\_\_  
 (Please provide file names and any additional information in "Special Instructions" area)  
 Keep on File  Update Existing  Post to Web/VPR \_\_\_\_\_

**Special Instructions**

\_\_\_\_\_

**BILLING INFORMATION**

Product Code	# of Sets	# of Orig	Total	Width	Length	Description	Unit Price	Total

Received By: \_\_\_\_\_ Processed By \_\_\_\_\_ Checked By \_\_\_\_\_

**SCANNING**  
 Color  B/W  Grayscale  Mixed Scan Resolution: \_\_\_\_\_ DPI  
 Number of Originals: \_\_\_\_\_ Size of Originals: \_\_\_\_\_ \*  
 Write to CD  Keep on File  Update Existing  Post to VPR  Post to Ftp Site \_\_\_\_\_  
 Save as File Type:  tif  jpg  pdf  eps  Other \_\_\_\_\_

**PLANS, PRINTS & PLOTS** # ORIGS # COPIES

Print/Copy:  Full Size  Half Size  Other % \_\_\_\_\_

Orig Type:  Hard Copy  Digital File  Mixed

Media:  Bond  Other \_\_\_\_\_

Binding:  Bound  Staple Only  Loose  Screw Post

**SMALL FORMAT COPYING & PRINTING** # ORIGS # COPIES

Print/Copy:  8.5x11  8.5x14  11x17  12x18  14x18 (B/W only) \_\_\_\_\_  
 Color  B/W  Mixed  
 Single Sided  Double Sided  Collated  Uncollated  Full Bleed

Orig Type:  Hard Copy  Digital File  Mixed

Media:  20lb Wht  20lb Color \_\_\_\_\_  Cover Wht  Cover Color \_\_\_\_\_  
 28lb  32lb  Gloss Text  Gloss Cover  Transparency  
 Other \_\_\_\_\_

Binding:  Wire  Comb  Staple  Coil  ACCO  Screw Post  
 Bi-fold  Z-fold  3-hole

**LARGE FORMAT COLOR** # ORIGS # COPIES

Output Size: \_\_\_\_\_ X \_\_\_\_\_

Media:  Bond  Satin  Gloss  Other \_\_\_\_\_

**FINISHING**

Mounting:  No Mounting Needed  
 Substrate Thickness  3/16"  1/2"  Other \_\_\_\_\_  
 Substrate Color  White  Black  Other \_\_\_\_\_  
 Substrate  Foamcore  Gator  Sintra  Other \_\_\_\_\_

Laminating:  No Laminating Needed  
 Laminate Finish Front  Matte  Satin  Gloss  Emboss  
 Back  Matte  Satin  Gloss  
 Laminate Thickness  3Mil  5Mil  10Mil  15mil  
 Trim Options  Flush  Encapsulated