

COMPANY NAME _____ ORDERED BY _____ MV NUMBER _____

PHONE NUMBER _____ P.O. NUMBER _____ DUE DATE _____ DUE TIME _____

JOB NAME _____ JOB NUMBER _____ PLANWELL NUMBER _____

B&W
 Color

DELIVERY INSTRUCTIONS	
COMPANY NAME _____	_____
STREET ADDRESS _____	
PHONE NUMBER _____	FAX NUMBER _____
CITY _____	STATE _____ ZIP CODE _____
CREDIT CARD # _____	

SMALL FORMAT		ORIG	SETS
1900	B & W BOND 8.5X11		
1900DS	B & W BOND 8.5X11 D/S		
1907	B & W BOND 8.5X14		
1902	B & W BOND 11X17		
1902DS	B & W BOND 11X17 D/S		
1914	B&W COLOR STOCK 8.5X11		
1915	B&W COLOR STOCK 8.5X14		
1916	B&W COLOR STOCK 11X17		
1917	B&W ON CARD STOCK		
1917DS	B&W ON CARD STOCK D/S		
1931	TABS		

LARGE FORMAT		ORIG	SETS
9301.01	LARGE FORMAT B & W SCANNING		X
9308	SMALL FORMAT SCANNING		X
9308.01	SMALL FORMAT SCANNING - 8.5" X 11"		X
9308.02	SMALL FORMAT SCANNING - 11" X 17"		X
1635	BOND PRINTS		X
1635	BOND PRINTS		X
1639	BOND 1/2 SIZE PRINTS		X
1639	BOND 1/2 SIZE PRINTS		X
1636	BOND PRINTS - RED LINE		X
1637	BOND PRINTS FULL COLOR		X
1640	BOND PRINTS 1/2 SIZE RED LINE		X
1610	BOND PRINTS 1/2 SIZE FULL COLOR		X
1610	BW VELLUM PRINTS		X
1612	BW MYLAR PRINTS 4 MIL		X

DELIVERY/SHIPPING	
5200	PICK UP
5201	DELIVERY
2299	RUSH CHARGES - COLOR
5501	2nd DAY / OVERNIGHT
5503	PACKAGING & HANDLING
5503.01	CUSTOM P & H
9200.01	BURN TO CD - FIRST COPY
9200.02	BURN TO CD - ADD'L COPIES
9201.01	BURN TO DVD - FIRST COPY
9201.02	BURN TO DVD - ADD'L COPIES
6131	EMAIL
6120	DWG CONVERSIONS
9401	PDF CONVERSION
9302	INDEXING
9305.01	SCALE CHANGES

SMALL FORMAT BINDING	
1924	SHEET PROTECTORS
1925	ACETATE COVERS 8.5X11
1925.01	ACETATE COVERS 11X17
1926.05	VINYL BACK COVER 8.5 X 11
1917.01	BLANK CARD STOCK BACK
1945	STAPLE ONLY
1950	GBC UP TO 1/2"
1950.01	GBC UP TO 150 PAGES
1950.02	GBC UP TO 250 PAGES
1950.03	GBC UP TO 350 PAGES
1950.04	GBC OVER 350 PAGES

SMALL FORMAT BINDING	
1951	COIL BINDING
1951.01	COIL BIND UP TO 250 PGS
1951.02	COIL BIND UP TO 350 PGS
1953	SCREW POST BINDING
1958	3 RING BINDERS
1936	3-HOLE PUNCH
1943	FOLDING
1927	HAND COLLATING

LARGE FORMAT BINDING	
1624	STAPLE ONLY
1625	PAPER STRIP BINDING
1625.01	MAXI BINDING
1625.02	UNBIND/REBIND ORIGINALS
1621.01	FOLDING
1623.05	TRIMMING

