

Bill To:		Ship To:	
Address		Address	
Floor/Suite	Phone #	Floor/Suite	Phone #
City	State	City	State
Ordered By	Zip	Attention	Zip
Shipping Method: <input type="checkbox"/> ARC's Courier <input type="checkbox"/> FedEx <input type="checkbox"/> UPS Acct # _____ <input type="checkbox"/> Customer Pickup <input type="checkbox"/> Ishipdocs <input type="checkbox"/> Early Am <input type="checkbox"/> Next Day <input type="checkbox"/> Ground Special Instructions (for other delivery method or split delivery explain below):		Document Management: <input type="checkbox"/> (Retain Project for future use) In PlanWell <input type="checkbox"/> Update Existing Files In PlanWell	

PRINTING, COPYING AND BINDING

To ensure optimum quality standards, please enter quantities in appropriate box and check box for binding and wrapping. Thank you.

LARGE FORMAT BOND PRINTING COPYING and BINDING

# Originals	Sets	Bond	Mylar	Loose	Staple	Bind	Rolls / Sets	Other
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	
		Full Size <input type="checkbox"/>	Full Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual <input type="checkbox"/>	
		Half Size <input type="checkbox"/>	Half Size <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate <input type="checkbox"/>	

LARGE FORMAT COLOR PRINTING and COPYING

# Originals	Sets	Size	Heavy Bond	Photo Gloss	Photo Matte	Photo Satin	Canvas	<input type="checkbox"/> DIGITAL FILE	<input type="checkbox"/> RETURN ORIGINAL as Digital File on CD
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

SMALL FORMAT

☐ BLACK AND WHIT ☐ COLOR PRINTING, COPYING and BINDING ☐ HARD COPY ORIGINAL ☐ DIGITAL FILE

#Original	Size	3-hole	Colored Stock	Orientation	GBC	Screw	Coil	Staple	Covers	Z-Folds	Tab	#Copies	Other
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	8.5 x 11 <input type="checkbox"/>	<input type="checkbox"/>		One Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	17 x 11 <input type="checkbox"/>	<input type="checkbox"/>		Two Sided <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

MOUNTING/LAMINATING

(CHOOSE ALL THAT APPLY)

ORIGINALS _____ Sets _____
 Mounting Material ☐ White ☐ Black ☐ Foam ☐ Gator ☐ Coroplast ☐ Sintra ☐ Illustration Board ☐ 3/16" ☐ 1/2"
 Laminate ☐ 3 mil ☐ 5 mil ☐ 10 mil ☐ Pocket ☐ Encapsulate ☐ Flush Trim ☐ Gloss ☐ Dry Erase ☐ Matte ☐ Satin
 Fasteners / Edges ☐ Grommets ☐ Velcro Edge Guard: ☐ 3/16" ☐ 1/2" ☐ Edge Guard Color _____
 Additional Services _____ ☐ Easel ☐ Magnetic Strips

SCANNING # OF ORIGINALS _____ DPI _____ ☐ B&W ☐ COLOR ☐ TIF ☐ JPEG ☐ PDF ☐ BURN TO CD ☐ USB ☐ E-Mail

SPECIAL INSTRUCTIONS

Check here if you need more order forms

OFFICE USE ONLY

(SHADED AREA BELOW IS FOR ARC'S USE ONLY)

	Code	# of Originals	# of Copies	Size	NOTES
1				X	
2				X	
3				X	
4				X	
5				X	
6				X	

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makes the process of managing construction plans on the Web easier, faster and

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is an intuitive, cost-effective cloud project collaboration application designed for AEC project managers.

Printed by _____ Checked by _____ Received by _____ Date _____

Method of Payment ☐ Charge Account ☐ COD ☐ AmExpress ☐ Visa ☐ MC