



7022 E. 41st Street Tulsa OK 74145 918-663-8100 tulsa.production@e-arc.com

MV # _____

Date: _____

Customer: _____

Job Due: _____

Ordered By: _____

PO #: _____

Project Name: _____

Project #: _____

PLANS: *Orig* _____ *Copies* _____

BOND

BIND

SPECS: *Orig* _____ *Copies* _____

VELLUM

STAPLE

WAITING

OTHER (SEE BELOW) LEAVE LOOSE

WILL CALL (TIME)

SCAN & HOLD SCAN & EMAIL

CALL WHEN READY

FLASH DRIVE SCAN TO CD

Phone # _____

PROVIDED

COLOR

PURCHASE

B/W

DELIVER

ISSUE TITLE: _____

PlanWell

ISSUE DATE: _____

SCAN TO: MULTI-PAGE INDIVIDUAL FILES

Email Address: _____

SPECIAL INSTRUCTIONS:

TIME DUE:

Code	Copies	Originals	Total	Checked Repro	Sizes/Notes

- Large Format B/W Dept**
- 1600.01 Digital Bond / Non Standard
 - 1600.08 Digital Bond 11x17/12x18
 - 1600.09 Digital Bond 15x21
 - 1600.10 Digital Bond 17x22/18x24
 - 1600.11 Digital Bond 22x34/24x36
 - 1600.12 Digital Bond 30x42
 - 1600.13 Digital Bond 34x44/36x48
 - 1610.01 Digital Vellum
 - 1612.01 Digital Mylar
 - 1621.01 Folding
 - 1623.01 Labor-Large Doc
 - 1624.01 Stapeling
 - 1627.01 Screw Post Binding
 - 6135.01 Scale-Change

1632 Go-Green Codes (same as above)

- Smartcolor Codes (PageWide Color Lines)**
- 1635.01 Smartcolor Line Drawings
 - 1635.02 Smartcolor Line 11x17/12x18
 - 1635.03 Smartcolor Line 15x21
 - 1635.04 Smartcolor Line 17x22/18x24
 - 1635.05 Smartcolor Line 22x34/24x36
 - 1635.06 Smartcolor Line 30x42
 - 1635.07 Smartcolor Line 34x44/36x48

- Large Format Color Dept**
- 2200.18 Custom Printing
 - 2210.01 CAD Color Bond (Not from Pagewidth)
 - 2201.02 Color Wave Line (Not from Pagewidth)
 - 2201.03 Color Wave Map (Not from Pagewidth)
 - 2202.01 Vinyl Banners Full Color
 - 2201.04 Color Wave Presentation
 - 2225.63 Vinyl Mesh
 - 2202.15 Banner Stitching
 - 2217.02 Computer Time
 - 2217.18 Window Perf
 - 2221.04 Large Format Color Scan
 - 2225.49 Adhesive Vinyl
 - 2227.01 SmartColor Line Drawings (Blended Rate Customers)
 - 2228.01 SmartColor Low Coverage (Blended Rate Customers)
 - 2229.01 SmartColor Graphic Coverage (Blended Rate Customers)
 - 2230.01 SmartColor Graphic Premium (Blended Rate Customers)

AIM Dept.

- 9103.02 AIM Custom Indexing
- 9107.01 AIM OCR Services
- 9108.01 AIM Scanning
- 9108.04 AIM SF B/W Scanning
- 9108.05 AIM SF Color Scanning
- 9108.06 AIM LF B/W Scanning
- 9108.07 AIM LF Color Scanning
- 9109.01 AIM Labor Fees

- Small Format B/W Dept**
- 1900.01 8.5x11 B/W
 - 1902.01 11x17 B/W
 - 1914.01 8.5x11 B/W On Color Paper
 - 1917.01 Cardstock Imaged 8.5x11
 - 1917.03 Cardstock Blank
 - 1917.06 Printed Tabs
 - 1925.01 8.5x11 Clear Covers
 - 1926.02 8.5x11 Black Backs
 - 1925.03 11x17 Clear Covers
 - 1926.04 11x17 Black Backs
 - 1929.02 Slip Sheets
 - 1933.06 Book Set Up
 - 1950.01 GBC Binding Up To 1/2"
 - 1950.02 GBC Binding Up To 1"
 - 1950.03 GBC Binding Up To 2"
 - 1951.01 Spiral Bind
 - 1958.01 3-Ring Binder 1"
 - 1958.02 3-Ring Binder 2"
 - 1958.03 3-Ring Binder 3"

- Small Format Color Dept**
- 2500.01 8.5x11 Color Prints
 - 2501.01 11x17 Color Prints
 - 2500.09 8.5x11 B/W Laser Prints
 - 2501.10 11x17 B/W Laser Prints
 - 2538.01 Special Services Color
 - 2538.02 Color Business Cards 1-Sided
 - 2538.03 Color Business Cards 2-Sided
 - 2538.01 Color Tabs 9x11
 - 2512.09 Hard Hat Decals - 2" Circle
 - 2512.10 Hard Hat Decals - 1 1/2" Circle
 - 2512.13 Hart Hat Decals 2x3 Rectangle

Ishipdocs

- 8604.01 Ishipdocs Same Day
- 8603.01 Ishipdocs Next Day
- 8603.10 Ishipdocs Bond Copies
- 8603.11 Ishipdocs Half Sized Bond
- 8603.12 Ishipdocs Specs
- 8603.19 Ishipdocs Color 8.5x11
- 8603.03 Ishipdocs LF Color EA
- 8604.07 Ishipdocs Binding
- 8604.96 Ishipdocs Delivery

Finishing

- 4001.01 Mount Only Foam Core
- 4003.01 Mount Only Gatorboard
- 4005.01 Supplied Stock Mount
- 4018.01 Foamcore Board-Stock
- 4039.01 3 MIL 2-Sided Laminating
- 4040.01 5 MIL 2-Sided Laminating
- 4041.01 10 MIL 2-Sided Laminating
- 4042.01 Laminate Small 8.5x11 3 MIL
- 4043.01 Laminate Small 11x17 3 MIL
- 4048.02 Mounting/Laminating
- 4036.01 Gloss/Matte Vinyl Laminate
- 4036.01 3 MIL 1-Sided Laminating
- 4037.01 5 MIL 1-Sided Laminating
- 4048.01 Special Services
- 4059.01 Brass Grommets
- 4065.05 Coroplast
- 4065.05 Coroplast Stakes
- 4048.02 DiBond/PolyMetal

Delivery

- 5201.01 Delivery Charge
- 5201.02 Split Delivery
- 5205.01 Fuel Surcharge
- 5501.01 UPS / FedEx Charges
- 5503.01 Wrap Packages
- 5507.01 Pick Charge
- 5506.01 Small Box
- 5503.01 Regular Box
- 5506.12 OverSized Box

Digital Dept.

- 6131.01 Electronic File Transfer
- 6153.01 Digital File Transfer
- 8501.03 PlanWell Professional
- 8523.02 Special Services Digital
- 8523.10 Computer Time
- 8525.02 E-Mail
- 9200.01 Burn CD
- 9201.01 Burn DVD
- 9300.01 Small Format Color Scan
- 9301.12 LF Color Scanning
- 9301.15 Large Format Scanning
- 9303.01 Rename Sheets
- 9308.01 Small Format Scanning
- 9401.01 File Conversion
- 9401.02 Digital File Prep

USB Flashdrive