

Date: \_\_\_\_\_ 20 \_\_\_\_\_

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P.O. Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Wanted By: Day \_\_\_\_\_

Hour \_\_\_\_\_

Ordered By: \_\_\_\_\_

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- Waiting
- KBP Deliver
- Cust Pickup
- Call When Ready

Phone Number: \_\_\_\_\_

Customer No. \_\_\_\_\_

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- U.S. Mail
- Ground Shipping
- Standard Overnt
- Priority Overnight

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No. of Originals	Prints of Each	Type of Prints	Bind Y/N	Original Size	Finished Size (IF DIFFERENT)	Description / Special Instructions

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