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Bill To: _____ _____ Name: _____ Phone: _____	Ship To: _____ _____ Name: _____ Phone: _____
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Job Name: _____ Date/Time In: _____ PO# _____ <input type="checkbox"/> Keep On-File <input type="checkbox"/> Customer Pick-Up <input type="checkbox"/> Deliver <input type="checkbox"/> UPS <input type="checkbox"/> Wait	DUE TIME: Date: _____ Time: _____
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B/W LARGE DOCUMENT COPIES	DESCRIPTION or Job Name	# ORIG	# SETS	OUTPUT SIZE	BOND VELLUM FILM	BIND	STAPLE	LOOSE	FOLD

B/W SMALL DOCUMENT COPIES	Number of ORIGINALS	COPY ON 8.5x11	COPY ON 11x17	COPY ON 12x18	GBC	COIL	SCREW POST	3 HOLE PUNCH	LOOSE	STAPLE	COPY 1 SIDED	COPY 2 SIDED

COLOR SMALL DOCUMENT COPIES	Number of ORIGINALS	COPY ON 8.5x11	COPY ON 11x17	COPY ON 12x18	GBC	COIL	SCREW POST	3 HOLE PUNCH	LOOSE	STAPLE	COPY 1 SIDED	COPY 2 SIDED

ADDITIONAL NOTES:

SCAN TO: _____ WRITTEN BY: _____ PRINTED BY: _____ CHECKED BY: _____

Flatbed Plotting

# OF ORIG	SIZE	Vinyl	Foamcore	OmegaBond	Alumalite ½ in	Coroplast	Other

Proof Sent:

Proof Approved:

Special Instructions

Color Plotting

# OF ORIG	SIZE	Line Color	Bond 36lb	Photo Gloss	Photo Satin	Fabric	Other

Proof Sent:

Proof Approved:

Special Instructions

Laminating

# OF ORIG	FINISH SIZE	Glossy	Matte	Dry Erase	Encapsulated

Special Instructions

Mounting

# OF ORIG	FINISH SIZE	3/16" Foam Core	3/16" Gator Board	Mighty Core

Special Instructions

Scanning

	# OF ORIG	SIZE	E-MAIL	CD	DVD	FTP
Color						
B/W						