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Minority Certified Business

Submit Order
Clear Form

Date: _____/_____/_____

Account # : _____

WORK ORDER #: _____

BILL TO (Company Name and Address):	DELIVER ORIGINALS TO:	SEND VIA	# OF COPIES	DELIVER PRINTS/COPIES TO:
		☐ FEDEX		
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* Phone # :	* Phone # :			* Phone # :

DUE TIME: _____

PROJECT NAME: _____ PROJECT # : _____

ISSUE NAME: _____ ISSUE DATE: _____

☐ Reimbursable
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P.O. # : _____

PRODUCT CODE	# OF ORIGINALS	# OF COPIES	TOTAL COPIES	☐reduction ☐enlargement ☐bind in sets ☐do not bind ☐Print from previously saved file ☐Scan to file, for future printing	SIZE W	SIZE L

Special Instructions:

LARGE FORMAT B/W PRINTING/COPYING

PLANS, PRINTS & PLOTS

Print/Copy:	# ORIGS	# OF SETS
☐Full Size		
☐Half Size		
☐Other		

Orig Type: ☐Hard Copy ☐Digital ☐File Mixed
Media: ☐Bond ☐Vellum ☐Other _____
Binding: ☐Staple ☐Loose ☐Screw Post

SMALL FORMAT PRINTING/COPYING

Print/Copy: ☐8.5x11 ☐8.5x14 ☐11x17 ☐12x18 ☐14x18 (B/W only) # ORIGS _____ # OF SETS _____
☐Color ☐B/W ☐Mixed
☐Single Sided ☐Double Sided ☐Collated ☐Uncollated ☐Full Bleed

Orig Type: ☐Hard Copy ☐Digital File ☐Mixed

Media: ☐20lb Wht ☐20lb Color _____ ☐Cover Wht ☐Cover Color _____
☐28lb ☐32lb ☐65lb ☐Gloss Cover (Single Sided) ☐Transparency
☐Other

Binding: ☐Wire ☐Comb ☐Staple ☐Coil ☐Belford ☐ACCO ☐Screw Post
☐Bi-fold ☐Z-fold ☐3-hole

SCANNING

☐Color ☐B/W ☐Grayscale ☐Mixed Scan Resolution: _____ DPI
Number of Originals: _____ Size of Originals: _____X _____ Final Scan Size: _____X _____
☐Write to CD ☐Keep on File ☐Update Existing ☐Post to VPR ☐Post to Ftp Site _____
Save as File Type: ☐tif ☐jpg ☐pdf ☐eps ☐Other

LARGE FORMAT COLOR

Output Size: _____ X _____
Media: ☐Bond ☐Satin ☐Gloss

FINISHING

Mounting: ☐No Mounting Needed
Substrate Thickness
☐3/16" 1/2"☐ ☐Other_____
Substrate Color
☐White ☐Black ☐Other_____
Substrate
☐Foamcore ☐Gator
☐Sintra ☐Other_____

Laminating: ☐No Laminating Needed
Laminate Finish
Front: ☐ Matte ☐Satin ☐Gloss
Back: ☐ Matte ☐ Satin ☐ Gloss
Laminate Thickness
☐3Mil ☐5Mil ☐10Mil ☐15mil
Trim Options
☐Flush ☐Encapsulated

RECEIVED BY:_____ PROCESSED BY: _____ CHECKED BY: _____ CUSTOMER NAME: _____