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Minority Certified Business

Date: ___/___/___
 Account # : _____

WORK ORDER #: _____

BILL TO (Company Name and Address):	DELIVER ORIGINALS TO:	SEND VIA	# OF COPIES	DELIVER PRINTS/COPIES TO:
		<input type="checkbox"/> FEDEX		
		<input type="checkbox"/> UPS		
		<input type="checkbox"/> DHL		
		<input type="checkbox"/> NAR Truck		
* Phone # :	* Phone # :			* Phone # :

DUE TIME: _____ PROJECT NAME: _____ PROJECT # : _____ Reimbursable
 Non-reimbursable
 ISSUE NAME: _____ ISSUE DATE: _____ P.O. # : _____

PRODUCT CODE	# OF ORIGINALS	# OF COPIES	TOTAL COPIES	<input type="checkbox"/> reduction <input type="checkbox"/> enlargement <input type="checkbox"/> bind in sets <input type="checkbox"/> do not bind		SIZE		
				<input type="checkbox"/> Print from previously saved file	<input type="checkbox"/> Scan to file, for future printing	W	L	

Special Instructions:

LARGE FORMAT B/W PRINTING/COPYING			
PLANS, PRINTS & PLOTS			
Print/Copy:	<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> Other	# ORIGS	# OF SETS
Orig Type:	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital <input type="checkbox"/> File Mixed		
Media:	<input type="checkbox"/> Bond <input type="checkbox"/> Vellum <input type="checkbox"/> Other		
Binding:	<input type="checkbox"/> Staple <input type="checkbox"/> Loose <input type="checkbox"/> Screw Post		
SMALL FORMAT PRINTING/COPYING			
Print/Copy:	<input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 12x18 <input type="checkbox"/> 14x18 (B/W only)	# ORIGS	# OF SETS
	<input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Mixed <input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided <input type="checkbox"/> Collated <input type="checkbox"/> Uncollated <input type="checkbox"/> Full Bleed		
Orig Type:	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital File <input type="checkbox"/> Mixed		
Media:	<input type="checkbox"/> 20lb Wht <input type="checkbox"/> 20lb Color <input type="checkbox"/> Cover Wht <input type="checkbox"/> Cover Color <input type="checkbox"/> 28lb <input type="checkbox"/> 32lb <input type="checkbox"/> 65lb <input type="checkbox"/> Gloss Cover (Single Sided) <input type="checkbox"/> Transparency <input type="checkbox"/> Other		
Binding:	<input type="checkbox"/> Wire <input type="checkbox"/> Comb <input type="checkbox"/> Staple <input type="checkbox"/> Coil <input type="checkbox"/> Belford <input type="checkbox"/> ACCO <input type="checkbox"/> Screw Post <input type="checkbox"/> Bi-fold <input type="checkbox"/> Z-fold <input type="checkbox"/> 3-hole		

SCANNING	
<input type="checkbox"/> Color <input type="checkbox"/> B/W <input type="checkbox"/> Grayscale <input type="checkbox"/> Mixed	Scan Resolution: _____ DPI
Number of Originals: _____ Size of Originals: _____ X _____	Final Scan Size: _____ X _____
<input type="checkbox"/> Write to CD <input type="checkbox"/> Keep on File <input type="checkbox"/> Update Existing <input type="checkbox"/> Post to VPR <input type="checkbox"/> Post to Ftp Site	
Save as File Type: <input type="checkbox"/> tif <input type="checkbox"/> jpg <input type="checkbox"/> pdf <input type="checkbox"/> eps <input type="checkbox"/> Other	
LARGE FORMAT COLOR	
Output Size: _____ X _____	
Media: <input type="checkbox"/> Bond <input type="checkbox"/> Satin <input type="checkbox"/> Gloss	
FINISHING	
Mounting: <input type="checkbox"/> No Mounting Needed	Laminating: <input type="checkbox"/> No Laminating Needed
Substrate Thickness <input type="checkbox"/> 3/16" <input type="checkbox"/> 1/2" <input type="checkbox"/> Other	Laminate Finish <input type="checkbox"/> Front: <input type="checkbox"/> Matte <input type="checkbox"/> Satin <input type="checkbox"/> Gloss <input type="checkbox"/> Back: <input type="checkbox"/> Matte <input type="checkbox"/> Satin <input type="checkbox"/> Gloss
Substrate Color <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other	Laminate Thickness <input type="checkbox"/> 3Mil <input type="checkbox"/> 5Mil <input type="checkbox"/> 10Mil <input type="checkbox"/> 15mil
Substrate <input type="checkbox"/> Foamcore <input type="checkbox"/> Gator <input type="checkbox"/> Sintra <input type="checkbox"/> Other	Trim Options <input type="checkbox"/> Flush <input type="checkbox"/> Encapsulated