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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		
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DUE TIME: _____ PROJECT NAME: _____ PROJECT # : _____
 ISSUE NAME: _____ ISSUE DATE: _____

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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: Full Size Half Size Other

Orig Type: Hard Copy Digital File Mixed

Media: Bond Vellum Other

Binding: Staple Loose Screw Post

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

SMALL FORMAT PRINTING/COPYING

Print/Copy: 8.5x11 8.5x14 11x17 12x18 14x18 (B/W only)

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

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