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Bill To: _____ _____ _____	Ship To: _____ _____ _____
Name: _____	Name: _____
Phone: _____	Phone: _____

Job Name: _____	DUE TIME:
Date/Time In: _____ PO# _____	Date: _____
<input type="checkbox"/> Keep On-File <input type="checkbox"/> Customer Pick-Up <input type="checkbox"/> Deliver <input type="checkbox"/> UPS <input type="checkbox"/> Wait	Time: _____

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: _____

Roland Flatbed Plotting Graphtech Canon

# OF ORIG	SIZE	Media / Substrate	Notes

Proof Sent:

Proof Approved:

Special Instructions

Grommets _____ Wind Slits _____ Easel _____
 Framing _____ Velcro _____ Adhesive Tape _____
 Installation \$ _____ Design Fee \$ _____ Set-Up Fee \$ _____

Laminating

# OF ORIG	FINISH SIZE	Glossy	ProTac	Dry Erase	Encapsulated

Special Instructions

Mounting

# OF ORIG	FINISH SIZE	SUBSTRATE

Special Instructions

Scanning

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