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Due Date: _____ **Time** _____
 Project Name _____
 Purchase Order No. _____

Ordered By: _____ **Date** _____
Phone: _____ **Extension** _____

BILL TO: _____ **Deliver**
 _____ **Will Call**
 _____ **COD**

SHIP TO: _____ **Ground**
 _____ **Overnight**
 _____ **Cust. Acct. #**
Attention: _____

Black & White

Color

#of Originals	Copies Each	Media Type	Copy Size	Description/Instructions
		<input type="checkbox"/> Bond (white paper) <input type="checkbox"/> Will Call <input type="checkbox"/> COD	<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> Fit to	<input type="checkbox"/> Staple <input type="checkbox"/> Bind <input type="checkbox"/> Loose
		<input type="checkbox"/> Bond (white paper) <input type="checkbox"/> Will Call <input type="checkbox"/> COD	<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> Fit to	<input type="checkbox"/> Staple <input type="checkbox"/> Bind <input type="checkbox"/> Loose
		<input type="checkbox"/> Bond (white paper) <input type="checkbox"/> Will Call <input type="checkbox"/> COD	<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> Fit to	<input type="checkbox"/> Staple <input type="checkbox"/> Bind <input type="checkbox"/> Loose
		<input type="checkbox"/> Redlines/Highlights <input type="checkbox"/> Presentation Bond <input type="checkbox"/> Photobase	<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size <input type="checkbox"/> Fit to	<div style="text-align: center; font-size: 2em; opacity: 0.5;">FOR COLOR PRINTING</div> <div style="text-align: right; background-color: #00FF00; padding: 5px; border-radius: 10px; display: inline-block;"> Mounting Lamination <input type="checkbox"/> </div>

Scanning

B&W pdf tif
Color pdf jpeg tif
DPI low med high
(Standard)
 Email: Burn to CD
 Email: _____

Wrap Sets
 No Wrap
 Roll Sets Individually
 Archive Project-Archive As:
 Post to Online Plan Room-Project _____

Additional Instructions:

Deliveries

Ship Original To:	Ship Prints To:	Ship Prints To:
_____	_____	_____
_____	_____	_____
_____	_____	_____