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DATE IN: \_\_\_\_\_ DATE/TIME REQ'D: \_\_\_\_\_ / \_\_\_\_\_ CSR Intls: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Bill To: \_\_\_\_\_ Quote #: \_\_\_\_\_  
 Deliver Originals To: \_\_\_\_\_  
 Deliver Copies To: \_\_\_\_\_  
 Job Name / P.O.#: \_\_\_\_\_  
 WAITING  PICK UP  DELIVER  EMAIL  PROOF  SHIP \_\_\_\_\_

## PLAN PRINTING

Same size copies / Qty: \_\_\_\_\_  Half size copies / Qty: \_\_\_\_\_  
 Bond  Other \_\_\_\_\_  **Color**  **Black and White**  
 Reduce  Enlarge to \_\_\_\_\_ **Bind in sets**  Yes  No  
 Burn CD  **Email to:** \_\_\_\_\_ Files saved as  TIFF  PDF  OTHER \_\_\_\_\_ DPI \_\_\_\_\_  
 Customer Supplied Drive  
 **Needs Mounting** (see additional work order attached)

## SCANS

# of items to be scanned: \_\_\_\_\_ Size \_\_\_\_\_  
 **Color**  **Black and White**

Scan to archive  yes  no  
 Files will be held for 18 months unless directed otherwise

## PROOF

Email \_\_\_\_\_  Hard Copy  Approved

## DIGITAL COLOR

Qty: \_\_\_\_\_

### SIDESIMAGED

One Sided  Two Sided

### PAPERDESCRIPTION

8.5" x 11"  11" x 17"  
 12" x 18"  Other \_\_\_\_\_  
 70# Text  80# Cover  
 Other Weight \_\_\_\_\_

### FINISH

Uncoated  Velvet  Gloss  Other \_\_\_\_\_  
 **Needs Mounting** (see additional work order attached)

### DESIGNSERVICES

TYPESETTING  
 DESIGN / LAYOUT  
 SCAN  
 SAVE TO MEDIA  
 FORMAT \_\_\_\_\_

## DIGITAL BLACK & WHITE

Qty: \_\_\_\_\_  **COPY ASIS** / **Please note** this means duplicating color copies, tabs, and matching type of bindery

### SIDESIMAGED

One Sided  Two Sided

### PAPER SIZE

8.5" x 11"  11" x 17"  
 Other \_\_\_\_\_

### COLLATE

YES  NO \_\_\_\_\_

### PAPER

Color \_\_\_\_\_  
 20 lb.  60 lb.  Other \_\_\_\_\_

### COVERS

Front / Color \_\_\_\_\_  
 Back / Color \_\_\_\_\_  
 Clear Covers  Front  Back

### DIVIDERS

Color \_\_\_\_\_  
 20 lb.  Cardstock  
 Copy Tabs: Bank \_\_\_\_\_  
 Plain  Mylar  
 Other \_\_\_\_\_

## BINDERY/FINISHING

GBC  Booklet  WIRE-O  Padding #sheets/pad \_\_\_\_\_  
 Tape Binding  Coil \_\_\_\_\_  Folding-Specify \_\_\_\_\_  
 Screw Post  Score \_\_\_\_\_  Shrink Wrap  
 Staple-Specify \_\_\_\_\_  Round Corner  UV Coating  
 3 Hole Drill  Cut Size \_\_\_\_\_

### LAMINATE

5 mil  10 mil  
 Matte  Gloss  Dry Erase  
 Flush Cut  Edge Seal \_\_\_\_\_  
 Other \_\_\_\_\_

### 3RINGBINDERS

D-Ring  Round Ring  
 Size \_\_\_\_\_

## FILE PATH: \_\_\_\_\_

## SPECIAL INSTRUCTIONS: \_\_\_\_\_