

Bill To: Company Name: _____ P.O. #: _____
Address: _____ Account #: _____
Telephone #: _____ Email: _____

Ordered By: _____ Date/Time: _____
 Job Name: _____ Date/Time Due: _____

Pick-up Deliver Call when ready Fed-Ex UPS Other _____

Prepress:

Graphic Imaging:

- Graphic Design
- 3D Modeling & Illustration
- Typesetting & Layout
- Photo Retouching

Scanning:

- High Resolution
- Wide Format Color
- Plan Archiving
- scan to... File Cd

Other:

- Photo Simulation
- Web Design
- Power Point Presentation
- Video Production

Output:

- Color Wide Format Cut Vinyl
 B&W Small Format

Description	# Orig.	# Copies	Size	Paper Type	Total Sq. Ft.	Unit Price	Total
1			x				
2			x				
3			x				
4			x				
5			x				
6			x				

Finishing:

Lamination:

- Gloss
- Lustre
- Matte
- 15 25

Mounting:

- Foam 1/2" Black
- Gator 3/16" White
- Sintra 3mm
- Lexan 6mm Cleats

Binding:

- Comb
- Coil
- Wire
- Velo 3-Hole

Other:

- Staple
- Edge Bind
- Date Stamp
- Loose

Special Instructions:

I would like to digitally store this job for future orders.

Order Approved

date

Order Received

date