

Bill To:				Ship To:			
Address _____				Address _____			
Floor/Suite _____		Phone # _____		Floor/Suite _____		Phone # _____	
City _____		State _____		City _____		State _____	
Ordered By _____		Zip _____		Attention _____		Zip _____	
Shipping Method: <input type="checkbox"/> ARC's Courier <input type="checkbox"/> FedEx \$ _____ <input type="checkbox"/> UPS \$ _____ <input type="checkbox"/> Customer Pickup <input type="checkbox"/> Ishipdocs <input type="checkbox"/> Early Am <input type="checkbox"/> Next Day <input type="checkbox"/> Ground <input type="checkbox"/> Multiple Addresses _____				Package Count and weight _____ _____ _____		Document Management: <input type="checkbox"/> (Retain Project for future use) In PlanWell <input type="checkbox"/> Update Existing Files In PlanWell	

PRINTING, COPYING AND BINDING

LARGE FORMAT BOND PRINTING COPYING and BINDING - HP

# Originals	Sets	Bond Full	Bond Half	Size	Mylar	Loose	Post	Bind	Power Staple	B/W	LC	LD	HD	Folding	Notes
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SCANNING #ORIGINALS _____ SIZE _____ x _____ ☐ B&W ☐ Line C ☐ Full C ☐ TIF _____ ☐ PDF _____ ☐ CD _____ ☐ USB _____ ☐ E-Mail _____ ☐ Indexing _____

LARGE FORMAT COLOR PRINTING

# Originals	# Copies	Size	Direct Board	Photo Gloss	Photo Satin	Photo Matte	Banner	Vinyl	Mount	Lam	Final Size
		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

MOUNTING/ LAMINATING

(CHOOSE ALL THAT APPLY)

Mounting Material ☐ White ☐ Black ☐ Foam ☐ Ultra Board ☐ Coroplast ☐ Illustration Board ☐ Maxmetal ☐ 3/16 ☐ 1/2" Other: _____
 Laminate ☐ 3 mil ☐ 5 mil ☐ 10 mil ☐ Pocket ☐ Encapsulate ☐ Flush Trim ☐ Gloss ☐ Dry Erase ☐ Matte
 Finishing Items ☐ Grommets ☐ Velcro ☐ Easel ☐ Standoffs ☐ D/S Tape # ORIGINALS _____ Size _____

SMALL FORMAT ☐ BLACK AND WHT ☐ COLOR PRINTING, COPYING and BINDING

#Original	# Copies	Size	Stock	Orientation	Staple	GBC	3-hole	Z-Folds	Wiro	Coil	Cover	Cover paper	Back Cvr paper	Binder	Tab
		8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/>		One Sided <input type="checkbox"/>	Upper Left <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Sided <input type="checkbox"/>				B/W Custom Cut <input type="checkbox"/>
		17 x 11 <input type="checkbox"/> 18 x 12 <input type="checkbox"/>		Two Sided <input type="checkbox"/>	Saddle <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Sided <input type="checkbox"/>				Custom Cut <input type="checkbox"/>
		8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/>		One Sided <input type="checkbox"/>	Upper Left <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Sided <input type="checkbox"/>				B/W Custom Cut <input type="checkbox"/>
		17 x 11 <input type="checkbox"/> 18 x 12 <input type="checkbox"/>		Two Sided <input type="checkbox"/>	Saddle <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Sided <input type="checkbox"/>				Custom Cut <input type="checkbox"/>
		8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/>		One Sided <input type="checkbox"/>	Upper Left <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Sided <input type="checkbox"/>				B/W Custom Cut <input type="checkbox"/>
		17 x 11 <input type="checkbox"/> 18 x 12 <input type="checkbox"/>		Two Sided <input type="checkbox"/>	Saddle <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Sided <input type="checkbox"/>				Custom Cut <input type="checkbox"/>
		8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/>		One Sided <input type="checkbox"/>	Upper Left <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Sided <input type="checkbox"/>				B/W Custom Cut <input type="checkbox"/>
		17 x 11 <input type="checkbox"/> 18 x 12 <input type="checkbox"/>		Two Sided <input type="checkbox"/>	Saddle <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Sided <input type="checkbox"/>				Custom Cut <input type="checkbox"/>
		8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/>		One Sided <input type="checkbox"/>	Upper Left <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Sided <input type="checkbox"/>				B/W Custom Cut <input type="checkbox"/>
		17 x 11 <input type="checkbox"/> 18 x 12 <input type="checkbox"/>		Two Sided <input type="checkbox"/>	Saddle <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Sided <input type="checkbox"/>				Custom Cut <input type="checkbox"/>

SPECIAL INSTRUCTIONS

☐ Check here if you need more order forms

Miscellaneous Notes:









