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Date:/	 
Account # : _	 

## **WORK ORDER #: \_\_\_\_\_**

Minority Certified Business

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BILL TO (Compa	ny Name and A	Address):	DEL	IVER ORIGINALS TO:	SEND VIA	# OF COPIES	DELIVER PRINTS/COI	PIES TO:		
					☐ FEDEX					
					☐ UPS					
					☐ DHL					
					□ NAR Truck					
* Phone # :						* Phone # :				
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DUE TIME:            ISSUE NAME:					PROJECT # : Non-reimb					
				ISSUE DATE: P.O. # :						
PRODUCT	# OF	# OF	TOTAL	□reduction	☐ enlargement	□ bind in se	ts □do not bind	SIZ	ZE	
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Special Instruction	ons:									
			RINTING/COPYIN	G	SCANNING					
PLANS, PRII	NTS & PLOTS    Full Size		# ORI	GS # OF SETS	☐ Color ☐ B/W ☐ Gray:	scale	Scan Resolution:	DPI		
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	☐ Other				Save as File Type:  tif					
	☐ Hard Copy ☐ Bond	_				LARGE FO	RMAT COLOR			
Binding: □ Staple □ Loose □ Screw Post										
SMALL FORMAT PRINTING/COPYING				Output Size: X Media: Bond Satin Gloss						
# ORIGS # OF SETS Print/Copy:   8.5x11					FINISHING					
□Color	□ B/W	/ _	Mixed	<u> </u>	Mounting: □No Mounting Needed Laminating: □No Laminating Neede				laadad	
☐Single Sided ☐Double Sided ☐ Collated ☐Uncollated ☐ Full Bleed					Mounting: □No Mo Substrate Thickne	-	Laminating: ☐ No Lan Laminate Finish	iinating iv	ieeaea	
Orig Type: □Hard Copy □ Digital File □ Mixed □ 3/16" 1/2"□ □ O						Other	□ Front: □ Matte □ Satin □ Back: □ Matte □ Satin			
Media:       □ 20lb Wht       □ 20lb Color       □ Cover Wht       □ Cover Color       □ White       □ Black       □ Other       Laminate Thicknes								45		
☐ 28lb ☐ 32lb ☐ 65lb ☐ Gloss Cover (Single Sided) ☐ Transparency ☐ Substrate ☐ 3Mil ☐ 5Mil ☐								JMil 🗆 1	15mil	
Binding:   Wire   Comb   Staple   Coil   Belford   ACCO   Screw Post   Sintra   Other   Flush   Encaps								ulated		
RECEIVED BY:         PROCESSED BY:         CHECKED BY:         CUSTOMER NAME:										