



Accurate Repro, Inc

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Company Name		Today's Date	
Address		Date & Time Needed	
Phone / Ext.		Will Pick Up	Deliver
Contact Name		P.O. Number	

LARGE FORMAT DIGITAL PRINTING SERVICES

# Of Originals	# Of: Sets / Copies	Print Size	Bond / Mylar / Vellum E-Vellum / T.B.	% Scale Change	<u>Plot From:</u> CD / Disk Email / *Archive*	<u>Scan to:</u> CD / Disk Email / *Archive*	Bind	<u>Fold / Roll:</u> Sets / Indiv.

SMALL FORMAT B&W PRINTING 8½x11 THROUGH 11x17

# Of Originals	# Of Copies	Size	1-Sided	2-Sided	3-Hole / Acco / GBC / Staple / Unbound / Coil / As Is	Cover Stock

SMALL FORMAT COLOR PRINTING 8½X11 THROUGH 11X17

# Of Originals	# Of Copies	Original Size	Print Size	1-Sided / 2-Sided	Collated / Sorted / Staple/ 3-Hole	Cover Stock

SPECIAL INSTRUCTIONS:

*Accurate Repro offers digital storage of any large format jobs in which can be re-printed at the customer's request by fax or phone. *

SEE BACKSIDE FOR COLOR & MOUNTING DEPARTMENT →

PLEASE CHECK BOX IF BACKSIDE IS USED!

Office Use Only

Time On Table	Job Ran By	Re-Order / Archive #	Quality Control By	Time Brought To Table	Holding Originals	Shipped Out Via	# of pkgs delivered

Color Department

LARGE FORMAT COLOR SCANNING SERVICES

# of Originals	Original Size	Scanned Image Size	Scan to: CD/Zip/Floppy/Email/FTP	File type: Tif, Jpg, Bmp, Pdf	File Resolution: 72, 100, 150, 300
E-Mail Address:			File Size:		

LARGE FORMAT COLOR PRINTING SERVICES

# of Originals	# of: Sets / Copies	Original Size	Print Size	Plot From: Hard Copy/CD/Zip Floppy/Email	Media: 20lb.Bond/46lb.Bond Photo-Gloss/Photo-Matte

FINISHING

# of Originals	Size	Mounting		Laminating		Edging-Trim	Hangers
		White Foam	Black Gator	Gloss	Matte	Black / Other	Velcro / Metal

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