

"Prints" Charles Reprographics

DIVISION OF C.T.I./VALUELINE

"WE TREAT YOU LIKE ROYALTY"



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CLIENT INFO:	WORKORDER #:
	ORDER DATE:
	DUE TIME:
	ORDERED BY:
	PHONE:
	P.O. NUMBER:
	JOB NUMBER:
	PROJECT NAME:

Large Format Black & White Copies / Digital Prints (Over 12x18")

# Originals	# Sets	Size	Description Of Originals	Media Type	Binding Type
				<input type="checkbox"/> 2000 - Bond 20lb. <input type="checkbox"/> 2007 - Customer Supplied <input type="checkbox"/> 2001 - Heavy 24lb. <input type="checkbox"/> 2008 - Pink Bond <input type="checkbox"/> 2003 - Vellum <input type="checkbox"/> 2009 - Yellow Bond <input type="checkbox"/> 2004 - Mylar <input type="checkbox"/> 2010 - Blue Bond <input type="checkbox"/> 2006 - Clear Poly Film <input type="checkbox"/> 2011 - Green Bond	<input type="checkbox"/> Loose <input type="checkbox"/> 2070 - Staple Only <input type="checkbox"/> 2080 - Edge Bind <input type="checkbox"/> 2090 - Chicago Screw <input type="checkbox"/> Other: _____

Scanning (Black & White / Color - Large / Small Format, All Sizes)

# Originals	Size	Description Of Originals	Scan Type	Digital Delivery Type
			<input type="checkbox"/> 2030 - B&W Large Format <input type="checkbox"/> 4015 - Color Large Format <input type="checkbox"/> 1080 - B&W Small Format <input type="checkbox"/> 3080 - Color Small Format <input type="checkbox"/> PDF <input type="checkbox"/> Tiff	<input type="checkbox"/> 9000 - Email/FTP <input type="checkbox"/> 9005 - Burn CD <input type="checkbox"/> 9010 - Burn DVD <input type="checkbox"/> Save to Customer Device <input type="checkbox"/> Other: _____

Small Format Black & White / Color Printing / Copying (11x17" & Under)

# Originals	# Sets	Size	Description Of Originals	Media Type (B&W)	Media Type (Color)	Binding Type
				<input type="checkbox"/> 1000 - 8.5x11 20lb. <input type="checkbox"/> 1001 - 8.5x14 20lb. <input type="checkbox"/> 1002 - 11x17 20lb. <input type="checkbox"/> 1003 - HQ 24lb. or 28lb. <input type="checkbox"/> 1010 - Heavy 65lb.-110lb.	<input type="checkbox"/> 3000 - 8.5x11 28lb. <input type="checkbox"/> 3001 - 8.5x14 28lb. <input type="checkbox"/> 3002 - 11x17 28lb. <input type="checkbox"/> 3003 - 12x18 28lb. <input type="checkbox"/> 3010 - Heavy 65lb.-110lb.	<input type="checkbox"/> 5000 - 3 Hole <input type="checkbox"/> 5004 - Spiral/Coil <input type="checkbox"/> 5001 - Staple <input type="checkbox"/> 5005 - Screwpost <input type="checkbox"/> 5002 - Wire-O <input type="checkbox"/> 5006 - Acco <input type="checkbox"/> 5003 - GBC <input type="checkbox"/> 5008 - Black Clip <input type="checkbox"/> Other: _____

Large Format Color Printing (Over 12x18")

# Originals	# Sets	Size	Description Of Originals	Media Type
				<input type="checkbox"/> 4000 - Entry Bond 20lb. <input type="checkbox"/> 4005 - Banner/Scrim Vinyl <input type="checkbox"/> 4001 - Econo Bond 24lb. <input type="checkbox"/> 4006 - Art Water Color Paper <input type="checkbox"/> 4002 - Pres. Bond 36lb. <input type="checkbox"/> 4007 - Art Canvas <input type="checkbox"/> 4003 - Photo Satin <input type="checkbox"/> 4008 - Clear Film/Mylar <input type="checkbox"/> 4004 - Photo Glossy <input type="checkbox"/> 4009 - Backlit/Static Stick

Mounting & Laminating (All Sizes)

# Originals	# Sets	Size	Description Of Originals	Mounting Media	Laminating Media
				<input type="checkbox"/> 6000 - White 3/16" Foamcore <input type="checkbox"/> 6005 - Black 1/2" Gator <input type="checkbox"/> 6001 - Black 3/16" Foamcore <input type="checkbox"/> 6006 - White 1/8" Sentra <input type="checkbox"/> 6002 - White 3/16" Gatorboard <input type="checkbox"/> 6008 - Chip/Museum/Card <input type="checkbox"/> 6003 - Black 3/16" Gatorboard <input type="checkbox"/> 6009 - Customer Stock <input type="checkbox"/> 6004 - White 1/2" Gatorboard <input type="checkbox"/> Other: _____	<input type="checkbox"/> 7000 - 5mil Matte/Satin <input type="checkbox"/> 7001 - 5mil Glossy <input type="checkbox"/> 7002 - 10mil Matte/Satin <input type="checkbox"/> 7003 - 10mil Glossy <input type="checkbox"/> Other: _____

Additional Notes

	PlanVault Options
	<input type="checkbox"/> Upload to PlanVault and Create New Online Project <input type="checkbox"/> Update Existing Project

Delivery Instructions

Originals To:	Prints To:	Ship Via:	<input type="checkbox"/> Will Call @ Shop <input type="checkbox"/> Ship Ground <input type="checkbox"/> 8000 - PCR Delivery <input type="checkbox"/> Ship Overnight <input type="checkbox"/> 8001 - Roundtrip (P & D) <input type="checkbox"/> Other: _____
_____	_____		
_____	_____		
_____	_____		