

JOB INSTRUCTIONS

*Please fill out this section completely.

Corporate Office Training Facility

4485 Atlanta Road
Smyrna, GA 30080

Phone 770.434.3050

Fax 678.385.2172
After Hours Reproduction 678.385.2173
digital@reproproducts.com

North Fulton Reprographic Center

1009 Mansell Road, Suite G
Roswell, GA 30076

Phone 770.408.1880

Fax 770.408.1884
nfdigital@reproproducts.com

*Ordered By _____

*Today's Date ____/____/____

*Bill To _____

*Phone # _____

*Due Date ____/____/____

Job Name _____

*Time Required _____

Job Number _____

PO# _____

I understand that Repro Products is not liable for any damage to customer's original documents during the scanning, mounting, and laminating process. Originals and prints will be held for a maximum of 15 days.

Originals To _____

Prints To _____

Prints To _____

*METHOD OF PAYMENT	<input type="checkbox"/> Repro Account # _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX
*DELIVERY INSTRUCTIONS	<input type="checkbox"/> Waiting	<input type="checkbox"/> Customer Pick Up/Call When Ready	<input type="checkbox"/> Courier			
*SHIPPING INSTRUCTIONS	FED-EX <input type="checkbox"/> Priority Overnight <input type="checkbox"/> Standard Overnight <input type="checkbox"/> 2 Day Economy <input type="checkbox"/> Ground <input type="checkbox"/> Saturday Delivery All packages will be sent Fed-Ex priority overnight unless otherwise specified.					
	UPS <input type="checkbox"/> Next Day Air-Early AM <input type="checkbox"/> Next Day Air-AM <input type="checkbox"/> Next Day Air-PM <input type="checkbox"/> Second Day Air <input type="checkbox"/> Ground <input type="checkbox"/> at Delivery					

SPECIAL INSTRUCTIONS: Please do not give verbal instructions to the delivery person.

REPRODUCTION ORDER

DIGITAL ARCHIVAL SERVICES

SCANNING OUTPUT PDF TIFF

OUTPUT DELIVERY CD DVD Thumb Drive Email _____

E-DISTRIBUTION / PLANS & SPECS DIGITAL VAULT

PLANS & SPECS DIGITAL VAULT Scan to internet Scan to file Indexing Scan to CD

LARGE FORMAT XEROGRAPHIC REPRODUCTION

COPIES Bond Vellum Film Same size 1/2 Enlarge/reduce to _____

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COPIES Bond Vellum Film Same size 1/2 Enlarge/reduce to _____

BINDING Strip Staple only Screw post None

LARGE FORMAT COLOR REPRODUCTION

SIZE Original _____ Output _____ Discipline _____

MEDIA Heavy coated bond Photo gloss Semi gloss

Standard Bond Indoor/outdoor vinyl Other _____

MOUNTING, LAMINATING & FINISHING SERVICES

MOUNTING 3/16" Foamcore 3/16" Gatorboard Sintra Other _____

LAMINATING One-side Two-sided Encapsulated

FINISH Glossy Luster Matte THICKNESS 3 mil 5 mil

QUICK COPIES AND SMALL FORMAT COLOR

COPIES 8.5X11 8.5X14 11X17 12X18 13X19 Custom Size:

One-sided Two-sided Full Bleed (Full Bleed available for sizes 11x17 and smaller)

COVERS White Yellow Blue Green Gray Clear Other None

BINDING Staple Screw post Screw post & tape GBC Binder clips Unbind Spiral

MISC. Collate Slip sheet Fold Tri-Fold Pad Index tab

COLOR COPIES 8.5x11 8.5x14 11x17 Transparency One-sided Two-sided

FOR REPRO PRODUCTS USE ONLY

Received By _____

Printed by _____

Checked by _____