220 Farmington Ave.
Farmington, CT 06032
(860) 677-8817 - (800) 367-3776
(860) 677-6504 FAX

19 Welles Street - Fox Run Mall
Glastonbury, CT 06033
(860) 633-3032
(860) 657-3028 FAX

Salesperson: | Date:

❒ Customer Account ❒ Cash ❒ Credit Card

Bill To:

❒ Deliver ❒ Wait ❒ Pick-Up ❒ Call

❒ Reimbursable

Due Date: Time:

Contact:

Telephone:

P.O. or Job #:

Reprographics	# Orig.	# Prints of each
Print from Print		1
Digital Blackline		
Reduction / Enlargement (scale) _____		
Vellum		
Mylar		
Presentation		
Quick File Mylar		

Photocopy or Color Copy	# Orig.	# Copies of each
8 1/2 x 11		
8 1/2 x 14		
11 x 17		
Copy in sets as is		

❒ Single Sided ❒ Double Sided ❒ Collate
❒ Staple ❒ Bind (type) _____
❒ Punch (type) _____
❒ Covers (color) _____
AIA's (please list) _____

Finishing
❒ Bind ❒ Staple

Wrapping
❒ Together ❒ Separate

Scanning / Plotting / PlanWell Posting

Plotting (specify media)

Scan to File (format)

Post to Plan**Well** (fill out Plan**Well** sheet)

Write to CD

Mounting & Laminating

Mount ❒ Foamboard ❒ Sintra ❒ Gatorboard ❒ Customer's Stock

Laminate ❒ Lustre .003 ❒ Gloss .0 _____

Extras ❒ Easel ❒ Velcro ❒ Hangers ❒ Magnets

Special Instructions

Work done by: Work checked by: