AMERICAN REPROGRAPHICS, INC.

AmeRepro

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print@AmeRepro.com
5542 Nicholson Lane
Rockville, MD 20852

Person Ordering _____

Phone # _____ ext. _____ Cell # _____

Email Address _____

Bill to _____

Address _____

_____

Project Name _____

_____

PO # _____ ID # _____

DATE & TIME REQUIRED

_____

WORK ORDER #

☐ **C.O.D.**

DELIVER ORIGINALS TO:

Company _____

Attn. _____ Phone # _____

DELIVER PRINTS TO:

Company _____

Attn. _____ Phone # _____

☐ **Pick Up Originals** ☐ **Please send more ORDER FORMS** ☐ **Print from FILE JOB**

LARGE FORMAT

BLACK and WHITE

- ☐ BOND
- ☐ OTHER _____
- ☐ FULL SIZE
- ☐ HALF SIZE

COLOR

- ☐ BOND ☐ GLOSS
- ☐ VINYL ☐ MATTE
- ☐ BANNER

FILE MGMT. SERVICES

- ☐ Update File Job with New or Revised Sheets
- ☐ Replace File Job with New Set
- ☐ Scan to Library
- ☐ Scan to CD
- ☐ Scan and E-mail
- ☐ PlanWell
- ☐ PlanCenter
- ☐ AmeReBID

FINISHING

- ☐ Bind ☐ Staple w/o bind
- ☐ Fold ☐ Do not bind
- ☐ Mount ☐ Laminate

SMALL FORMAT

BLACK and WHITE

- ☐ 8.5 x 11
- ☐ 8.5 x 14
- ☐ 11 x 17
- ☐ Single Sided
- ☐ Double Sided
- ☐ Coverstock _____
- ☐ 3 Hole Punch
- ☐ Litigation
- ☐ Color Paper
- ☐ Scan to Library
- ☐ Scan to CD
- ☐ Scan and E-mail

COLOR

- ☐ 8.5 x 11
- ☐ 11 x 17
- ☐ Coverstock
- ☐ Gloss
- ☐ Single Sided
- ☐ Double Sided
- ☐ Scan to _____

FINISHING

- ☐ Acetate Covers
- ☐ Vinyl Covers
- ☐ Fold
- ☐ Cut

BINDING

- ☐ Staple
- ☐ Saddlestitch
- ☐ ACCO
- ☐ ACCO and Black Tape
- ☐ GBC (Spiral Comb)
- ☐ Velo
- ☐ Coil
- ☐ Screwpost
- ☐ Screwpost and Black Tape

JOB DESCRIPTION	NO. OF ORIGS.	PRINTS EACH	TOTAL PRINTS	SQ. FT. EACH	SQ. FT. TOTAL	UNIT PRICE	AMOUNT	

SPECIAL INSTRUCTIONS:

SUB TOTAL		
MD DC VA TAX		
DELIVERY		
TOTAL		

☐ **CD OF DRAWINGS AND SPECS**

SUBMIT

WHITE - Billing Copy YELLOW - Delivery Copy PINK - Customer Copy