

Work Order

1 Client & Billing Info

Name _____

Phone _____

Email _____

Company _____

Address _____

Project _____

PO # _____ ID# _____

- C.O.D. Quote
 Account Email Receipt
 Credit Card On File Call When Ready

2 Order Due

DATE: _____ TIME: _____

3 Pick Up / Deliver / Ship

- Pick Up Order from Client
 Client Will Pick Up from AmeRepro
 Deliver to Client
 Ship via UPS: Ground 2nd Day Priority
 Ship vis FedEx: Standard Priority

Company: _____

Address: _____

Attn: _____ Phone # _____

4 Order Details

- ORIGINALS:** Hard Copy File on CD File Upload Project on File

DRAWINGS + LARGE FORMAT:

- Black + White Full Size (same as original) Loose Screwpost Laminate
 Color Half Size (50% of original) Edge Bind (staple) Woodbind Bond
 Fit to _____ Staple w/out Binder Fold Mylar

SPECS + SMALL FORMAT:

- Black + White 8.5x11 Color Paper Acetate Staple Velo Strip
 Color 11x17 Cover Stock Black Vinyl Saddlestitch Spiral Comb
 Portrait Single Sided Gloss 3-Hole Punch Acco Fasten Coil
 Landscape Double Sided Fold Loose Acco with Tape Screwpost

SCANNING / FILE MGMT / DIGITAL SERVICES:

- Black + White Scan TIF File Transfer Cloud Storage File Rename
 Color OCR / Smart PDF PDF CD / DVD PlanWell Conform

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

ADDITIONAL INSTRUCTIONS:

SUBTOTAL	
TAX - MD VA DC	
DELIVERY	
TOTAL	