



1653 East 28th. Street
 Signal Hill, CA. 90755
 Phone : (562) 989-5500
 Fax : (562) 989-5502

Customers _____
 Contact _____
 Address _____
 Phone # _____
 Job PO _____

Work Order
 Order Date: _____
 Date Due: _____

Delivery Options: () Will Call () Delivery
 () Courier () Overnight

Originals			Select Media Type								Copies				
Description	Qty	Size	Standard	Presentation	Never Tear	Pink Bond	Blue Bond	Green Bond	Vellum	Mylar	# Sets	Loose	Staple	Edge Bind	Full Bind

Special Services(check) () standard fold () special fold
 Scan(check) () cd () email Page(s) _____ Email _____

Large Document Reduction/Enlargement

Originals			Output			# Sets	L	S	EB	FB
Description	Qty	Size	Reduce%	Enlarge%	Output Size					

Mounting & Laminating

Originals			Mounting			Encapsulation		# Sets	L	S	EB	FB
Description	Qty	Size	Foam Core	Laminate	Other	5 Mil	Other					

Small Document Reproduction

Originals			Output											# Sets	L	S	EB	FB
Description	Qty	Size	Bond	Color	Cover	Binder	Divider	Loose	Comb Bind	3 HD	Other	Screw Post	Acco Bind					

Special Instructions:

I authorize the as outlined above and agree to the conditions of payments as specified by the terms of sale

Customer Signature