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Invoice # _____

Same as Bill To:

Date Received: _____

Date Due: _____

Job Name: _____

PO Number: _____

Deliver

Pick-Up

CWR

Bill To:

Company: _____

Address: _____

Contact: _____

Phone: _____

Ship To:

Company: _____

Address: _____

Contact: _____

Phone: _____

Large Format

Originals	Copies	Media Type	Copy Size		Description / Instructions	Binding
		<input type="checkbox"/> Bond ^(White) <input type="checkbox"/> Tinted <input type="checkbox"/> Mylar <ul style="list-style-type: none"> <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Yellow 	<input type="checkbox"/> Full Size <input type="checkbox"/> 1/2 Size <input type="checkbox"/> 3/4 Size <input type="checkbox"/> Fit to Page			<input type="checkbox"/> Staple <input type="checkbox"/> Posts <input type="checkbox"/> Bind <input type="checkbox"/> Fold <input type="checkbox"/> Loose <input type="checkbox"/> Roll
		<input type="checkbox"/> Bond ^(White) <input type="checkbox"/> Tinted <input type="checkbox"/> Mylar <ul style="list-style-type: none"> <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Yellow 	<input type="checkbox"/> Full Size <input type="checkbox"/> 1/2 Size <input type="checkbox"/> 3/4 Size <input type="checkbox"/> Fit to Page			<input type="checkbox"/> Staple <input type="checkbox"/> Posts <input type="checkbox"/> Bind <input type="checkbox"/> Fold <input type="checkbox"/> Loose <input type="checkbox"/> Roll
		<input type="checkbox"/> Bond ^(White) <input type="checkbox"/> Tinted <input type="checkbox"/> Mylar <ul style="list-style-type: none"> <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/> Yellow 	<input type="checkbox"/> Full Size <input type="checkbox"/> 1/2 Size <input type="checkbox"/> 3/4 Size <input type="checkbox"/> Fit to Page			<input type="checkbox"/> Staple <input type="checkbox"/> Posts <input type="checkbox"/> Bind <input type="checkbox"/> Fold <input type="checkbox"/> Loose <input type="checkbox"/> Roll

Small Format

Originals	Copies	Media Type	Mode	Sides	Description / Instructions	Binding
		<input type="checkbox"/> 20# Text <input type="checkbox"/> 70# Presentation <input type="checkbox"/> 110# Cardstock	<input type="checkbox"/> B&W <input type="checkbox"/> Color	<input type="checkbox"/> 1-Sided <input type="checkbox"/> 2-Sided		<input type="checkbox"/> Staple <input type="checkbox"/> 3-Hole <input type="checkbox"/> Comb <input type="checkbox"/> Coil <input type="checkbox"/> Posts <input type="checkbox"/> Loose
		<input type="checkbox"/> 20# Text <input type="checkbox"/> 70# Presentation <input type="checkbox"/> 110# Cardstock	<input type="checkbox"/> B&W <input type="checkbox"/> Color	<input type="checkbox"/> 1-Sided <input type="checkbox"/> 2-Sided		<input type="checkbox"/> Staple <input type="checkbox"/> 3-Hole <input type="checkbox"/> Comb <input type="checkbox"/> Coil <input type="checkbox"/> Posts <input type="checkbox"/> Loose

LF Color

Originals	Copies	Media Type	Sizes	Description / Instructions	Finishing
		<input type="checkbox"/> 20# Bond <input type="checkbox"/> Presentation Bond <input type="checkbox"/> Photo Paper			<input type="checkbox"/> Mounting <input type="checkbox"/> Lamination

Scanning

Mode B&W Color Mixed B&W / Color
DPI 200 300 400
Format Multi-Page PDF Single-Page PDF
Scan To Email CD/DVD FTP DropBox USB

Additional Instructions:

Email Address: _____