

MAIN STORE: 234 E. Sixth Street
Tel. 520.622.7747 • Fax 520.792.2088

NORTHWEST: 700 W. Prince Road
Tel. 520.888.8020 • Fax 520.888.4919

EASTSIDE: 4514 E. Broadway Boulevard
Tel. 520.886.5227 • Fax 520.886.9887



Reproductions, Inc.

WORK ORDER

REPRO OFFICE USE ONLY	
ORDER #	_____
SALESPERSON	_____
BILLING:	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> C.O.D.
DATE IN	_____
TIME IN	_____

CALL 798-FAST

BILL TO: _____ DATE: _____

YOUR NAME: _____ PHONE #: _____ JOB # / NAME: _____ P.O. #: _____

ADDRESS: _____ ZIP: _____

TO REPRO BY: DROP-OFF PICKUP FAX E-MAIL PHONE ON-FILE

DELIVERY INFORMATION

ORIGINALS TO: _____ ATTN: _____

PRINTS TO: _____ ATTN: _____

DUE DATE: _____ TIME _____ WAIT WILL-CALL DELIVER CALL WHEN READY SHIP

Please Note: Turnaround times may vary due to size and/or complexity of jobs as well as current work loads – Please call ahead for assistance.

NUMBER ORIG.	COPIES PER ORIG.	LARGE FORMAT COPIES	FOR OFFICE USE ONLY				
			NO. ORIG.	COPIES ORIG.	SIZE	CODE	DONE BY
		<input type="checkbox"/> BOND <input type="checkbox"/> VELLUM <input type="checkbox"/> LOOSE <input type="checkbox"/> STAPLE <input type="checkbox"/> STRIP BIND ORIG: SIZE/SCALE _____ FINISH: SIZE/SCALE _____					
		DIGITAL MYLAR / ACETATE					
		<input type="checkbox"/> REVERSE READ <input type="checkbox"/> RIGHT READ <input type="checkbox"/> OTHER _____					
		PHOTOCOPIES					
		<input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> 8 1/2" x 14" <input type="checkbox"/> 11" x 17" WEIGHT <input type="checkbox"/> TEXT <input type="checkbox"/> CARD <input type="checkbox"/> OTHER _____ COLOR _____ <input type="checkbox"/> SINGLE-SIDED <input type="checkbox"/> DOUBLE-SIDED COVER STOCK: <input type="checkbox"/> FRONT _____ <input type="checkbox"/> BACK _____					
		BINDERY					
		ACETATE: <input type="checkbox"/> FRONT COVER <input type="checkbox"/> BACK COVER <input type="checkbox"/> ACCOBIND <input type="checkbox"/> STAPLE <input type="checkbox"/> TAPEBIND <input type="checkbox"/> COILBIND <input type="checkbox"/> SPIRAL COMB <input type="checkbox"/> WIREBIND <input type="checkbox"/> VELOBIND <input type="checkbox"/> COLOR OF BIND _____ <input type="checkbox"/> UNI-BIND <input type="checkbox"/> BOOKLET <input type="checkbox"/> DRILL <input type="checkbox"/> DRILL & POST <input type="checkbox"/> PAD with _____ PER PAD <input type="checkbox"/> CUT (to finished size) _____ <input type="checkbox"/> FOLD (to finished size) _____					
		COLOR LASER COPIES					
		<input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> 8 1/2" x 14" <input type="checkbox"/> 11" x 17" <input type="checkbox"/> DOUBLE-SIDED STOCK <input type="checkbox"/> LASER PAPER <input type="checkbox"/> 80# GLOSS TEXT <input type="checkbox"/> 80# GLOSS CARD <input type="checkbox"/> 65# EXPRESSIONS <input type="checkbox"/> 100# EXPRESSIONS <input type="checkbox"/> OTHER _____ SIZE <input type="checkbox"/> 100% <input type="checkbox"/> ENLARGEMENT/REDUCTION TO _____ % <input type="checkbox"/> SHIRT TRANSFER (to shirt size) _____ <input type="checkbox"/> FRONT <input type="checkbox"/> BACK <input type="checkbox"/> FILENAME(s) _____					
		LARGE FORMAT COLOR					
		<input type="checkbox"/> EASY COLOR <input type="checkbox"/> WIDE FORMAT <input type="checkbox"/> SCAN TO DISK STOCK <input type="checkbox"/> GLOSS <input type="checkbox"/> MATTE <input type="checkbox"/> BOND <input type="checkbox"/> OTHER _____					
		MOUNTING AND LAMINATING					
		<input type="checkbox"/> FOAMCORE <input type="checkbox"/> GATOR <input type="checkbox"/> OTHER _____ <input type="checkbox"/> EDGE GUARD <input type="checkbox"/> FRAMING <input type="checkbox"/> GLOSS LAM <input type="checkbox"/> MATTE LAM <input type="checkbox"/> THICKNESS _____					
		SPECIAL INSTRUCTIONS					

Please Note: Check over your proof thoroughly before you sign it! We cannot be held responsible for type errors and the print quality of low resolution link. Signing the proof releases us from any liability. Color Matching cannot be guaranteed! Any adjustments in color or corrections to your file may incur additional charges at your expense, beyond that of your original quoted price!

If no Special Instructions are given, or proofs are not provided, all prints and copies will be made to conform to Reproductions' standard of acceptable copy quality.

For projects placed "on-file" or in "e-Plans" please refer to the e-Plans coordinator

For Pickup- Call 798-FAST