CyberCopy

DIGITAL PRINT & DOCUMENT SERVICES

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WORK ORDER #	ORDER TAKER	PRODUCTION	OFFICE USE ONLY
A017759	NICK	NICK	

DATE	CHARGE TO	REIMBURSABLE YES ☐ NO ☐	☐ BID SET
04/23/2014 08:06 AM	☐ COD	COD-WESTLAKE	

ORDERED BY	PHONE
JESSICA	

P.O. # / JOB #	JOB DUE	PROJECT NAME
	04/23/2014 05:00 PM	JESSICA'S PROJECT

# OF ORIGINALS	# OF SETS	HC ORIGINAL	FILE	DESCRIPTION OF ORIGINALS	DESCRIPTION OF COPIES	SIZE	FINISHING
2	0	■	☐		SCAN TO EMAIL	24X36	EMAIL
		☐	☐				
		☐	☐				
		☐	☐				
		☐	☐				
		☐	☐				
		☐	☐				

SMALL DOCUMENT PRINTING

☐ B/W PRINTS / ☐ COLOR PRINTS

ORIENTATION
☐ SINGLE-SIDED
☐ DOUBLE-SIDED

SIZE
☐ 8.5x11
☐ 8.5x14
☐ 11x17
☐ 12x18

STOCK
☐ 20# BOND
☐ 24# LASER
☐ 28# LASER
☐ COLOR STOCK
☐ CARBONLESS ☐ 2-PART ☐ 3-PART ☐ 4-PART
☐ TEXT GLOSS
☐ CARDSTOCK
☐ RECYCLED BOND
☐ _____

LARGE DOCUMENT PRINTING

☐ B/W PRINTS

STOCK
☐ WHITE BOND
☐ RECYCLED BOND
☐ COLOR _____
☐ PRES. BOND
☐ VELLUM
☐ MYLAR
☐ _____

☐ COLOR PRINTS

STOCK
☐ ECON. BOND
☐ PRES. BOND
☐ SATIN
☐ GLOSS
☐ CANVAS
☐ SCRIM VINYL
☐ ADHSV. VINYL

☐ CAD COLOR LINE ART

SM. DOC. DIGITAL SERVICES

SCANNING
☐ B/W _____
☐ COLOR _____

E-MAIL
☐ B/W
☐ COLOR

☐ CD BURN
☐ DVD BURN

OTHER DIGITAL
☐ TRANSFER _____
☐ FTP RETRIEVAL

☐ **ENLARGEMENT** _____ ☐ **REDUCTION** _____
☐ **DIGITAL EDITING TIME** _____ (15Min Blocks) ☐ **DIGITAL LABOR TIME** _____
☐ **DFS POSTING** B/W _____ COLOR _____ ☐ H/C ☐ DIGITAL

LG. DOC. DIGITAL SERVICES

SCANNING
■ B/W
☐ COLOR
☐ CAD
☐ TIFF
■ PDF

E-MAIL
■ B/W
☐ COLOR

☐ MIRROR
☐ SCREEN
☐ PASTE UP

OTHER DIGITAL
☐ CD BURN
☐ DVD BURN
☐ TRANSFER
☐ FTP RETRIEVAL

☐ **ENLARGEMENT** _____ ☐ **REDUCTION** _____
☐ **DIGITAL EDITING TIME** _____ (15Min Blocks) ☐ **DIGITAL LABOR TIME** _____
☐ **DFS POSTING** B/W _____ COLOR _____ ☐ H/C ☐ DIGITAL

SM. DOC. FINISHING SERVICES

☐ **LEAVE LOOSE**
☐ STAPLE _____
☐ SADDLE STITCH
☐ FOLD _____
☐ CUTTING _____
☐ SCORE/PERF-SETUP _____
☐ UNDO/REDO _____
☐ UNFOLD/REFOLD _____
☐ PADDING _____
☐ EASEL _____ SIZE _____
☐ LAMINATE _____
SIZE _____

TABS
☐ 3-CUT _____
☐ 5-CUT _____
☐ OTHER _____

OTHER
☐ SLIP SHEETS _____
☐ POCKETS _____
☐ CLIP/BAND _____
☐ SPLICE _____
☐ HAND FEED _____
☐ PULL/INSERT/COLL _____
☐ SHRINK WRAP _____
☐ 3-RING BINDER _____ ☐ 1" ☐ 2" ☐ 3" ☐ OTHER _____

BINDING
☐ ACCO BIND
☐ SCREW POST
☐ COMB BIND
☐ COIL BIND
☐ VELO BIND
☐ WIRE-O
☐ 3-HOLE PUNCH
☐ OTHER PUNCH

COVERS
☐ 8.5x11 ☐ 11x17

PRINT	FT	BK	
☐	☐	☐	CLEAR VINYL
☐	☐	☐	BLACK VINYL
☐	☐	☐	CARD _____
☐	☐	☐	OTHER _____

LG. DOC. FINISHING SERVICES

☐ **LEAVE LOOSE**
☐ STAPLE _____
☐ EDGE BIND _____
☐ SCREW POST _____
☐ PAINTED EDGES _____
☐ FOLD _____
☐ UNDO/REDO NO _____
☐ UNFOLD/REFOLD _____
☐ BAND/ROLL SEPARATE _____
☐ PULL/INSERT/COLLATE _____
☐ CUT/TRIM

STAMPS
☐ DATE _____
☐ FOR CONSTRUCTION
☐ NOT FOR CONSTRUCTION
☐ OTHER _____

MOUNTING
☐ FOAMCORE
☐ GATOR
☐ SINTRA
☐ 3/16" ☐ 1/2"
☐ CUT VINYL _____

LAMINATING
☐ FULLY ENCAPSULATED ☐ SINGLE SIDE
☐ GLOSS ☐ SATIN ☐ SPARKLE/MATTE ☐ 5 MIL ☐ 10 MIL
☐ CLEAR COVERS _____ ☐ GROMMETS _____

SPECIAL INSTRUCTIONS
SCAN TO EMAIL

SHIP
☐ MAIL WRAP _____
LBS. _____
3rd Party Acc.nt. _____

COD
SUBTOTAL $ 7.50
TAX $ _____
COD TOTAL $ 7.50

ORIGINALS RECEIVED ☐ PICKED-UP ■ WALKED-IN ☐ CD ☐ FLASH DRIVE ☐ EMAILED ☐ DFS ☐ E-ORDER ☐ REPRODESK ☐ CUST. FTP ☐ CC FTP ☐ FROM ARCHIVE

OUTGOING ORIGINALS
☐ WILL CALL _____
☐ NEXT DAY _____
☐ COURIER _____
☐ DELIVER _____
☐ GROUND _____
☐ US MAIL _____

OUTGOING PRINTS
■ WILL CALL _____
☐ NEXT DAY _____
☐ COURIER _____
☐ DELIVER _____
☐ GROUND _____
☐ US MAIL _____

LOS ANGELES SANTA BARBARA VENTURA WESTLAKE VILLAGE