

# DOCUMENT IMAGING SYSTEMS, INC.

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## REPROGRAPHICS ORDER FORM

ORDER DATE:	CONTACT:	DATE /TIME IN:
COMPANY NAME:	PO#:	DATE/ TIME OUT:
	JOB REF:	OPERATOR:
	DATE /TIME DUE:	CHECKED BY:
PHONE#:	SHIP VIA:	DELIVERED BY:

### DOCU-PRINTS: LARGE FORMAT BLACKLINE PRINTS

- SAME SIZE    ENLARGEMENT    REDUCTION                      ORIG. SIZE \_\_\_\_\_ FINAL SIZE \_\_\_\_\_  
 BOND    VELLUM    MYLAR    REVERSE READING  
 BIND    NOT BOUND    STAPLE ONLY    FOLD    UNBIND / REBIND (LARGE SETS ONLY)

NO. OF ORIGINALS	NO. OF SETS/COPIES	TOTAL COPIES	SIZE	PRICE

### SPECIFICATION COPIES - SMALL FORMAT - LETTER, LEGAL, TABLOID

- SINGLE SIDED    DOUBLE SIDED    3-HOLE    STAPLE    FOLD    COVER    TRANSPARENCY  
 COLOR    GBC    COIL    VELOBIND    ACCO    SCREW POST    TAPE    WASHERS

NO. OF ORIGINALS	NO. OF SETS/COPIES	TOTAL COPIES	SIZE	PRICE

### PLOTTING / SCANNING : B & W   COLOR   CD   DVD   E-MAIL

- 35 LB BOND    46 LB BOND    SATIN PHOTO    GLOSS PHOTO    VINYL    BACK LIT FILM  
**FILE TYPE:**    TIFF    PDF    PLT    JPEG    DWG    DXF    DGN    EPS    FILE CONVERSION

NO. OF ORIGINALS	NO. OF SETS/COPIES	TOTAL COPIES	SIZE	PRICE

- LAMINATING:**    ENCAPSULATION  
 TOP LAMINATE    GLOSSY    LUSTRE

- MOUNTING:**    WHITE    BLACK  
 FOAMCORE    GATORBOARD    FRAMING

**SPECIAL INSTRUCTIONS:**

**SUPPLIES:**

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RECEIVED BY: \_\_\_\_\_