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**PICK UP**  
**(858) 693-6776**

Order Due By \_\_\_\_\_  
 PICK UP  DELIVERY

Bill To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ship To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ordered By: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Attention: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Date:		Job Name:			Job No:
Purchase Order Number:				Sub-Order Number:	
NUMBER OF ORIGINALS	NUMBER OF PRINTS EACH	PRINT CODE(S)	SIZE	DESCRIPTION	

Reminders

**Binding Strip:**  
 Yes No

**Stapled:**  
 Yes No

**Keep Digital Copy on File:**  
 Yes No

Special Instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B/W Wide Format		Color Wide Format		High speed Copies		Binding/Finishing	
Bond	H1	Blueline Prints	B	B&W Photocopies	X	Shop Fold	A
Vellum	H2	Photo Mylar	K	Docutech Media	XD	Engineer Fold	A1
Erasable Vellum	H3			Color Copy	LY	Laminate	LAM
Mylar Double Matte	H4					Dry Mount	MT
Translucent Bond	TB	<b>Digital Scanning</b>		<b>Plotting</b>		Comb Bind	COMB
Enlargment on Bond	EB	Scan to 3.5" Disk	K	Plot on Vellum	PPV	Staple Bind	STA
Enlargment on Vellum	EV	Scan to Zip Disk	I	Plot on Bond	PPB	Tape Bind	TAPE
Reduction on Bond	REDB	Scan to CD	M	Plot on Mylar	PPM	Acco Bind	ACCO
Reduction on Vellum	REDV			Plot on Traslucent Bond	PTB		