



Hackworth Reprographics

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"Professional Imaging Solutions for Business"

Account No. _____

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WORK ORDER NUMBER

Date _____

Sold To: _____

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Project Number _____

Job Name _____

Date Due _____ Time Due _____

Customer Contact _____

PROJECT INFORMATION				No. of Originals	No. of Copies from each	SPECIFICATIONS	
Originals: <input type="checkbox"/> Hard Copy <input type="checkbox"/> Disk <input type="checkbox"/> Other _____		Hold originals on file: <input type="checkbox"/> Yes <input type="checkbox"/> No				Finished Size: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	
No. of Originals	No. of Copies from each	B&W WIDE FORMAT COPIES				Finished Size: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	
		Bond	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%	Binding: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GBC <input type="checkbox"/> Coil <input type="checkbox"/> ScrewPost <input type="checkbox"/> 3-Hole Drill <input type="checkbox"/> Staple <input type="checkbox"/> Acco		Finished Size: <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17	
		Bond	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%			Print: <input type="checkbox"/> 1 Side <input type="checkbox"/> 2 Sides	
		Bond	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%			Covers: <input type="checkbox"/> Clear <input type="checkbox"/> Front <input type="checkbox"/> Back	
		Transbond	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%			<input type="checkbox"/> Card Stock <input type="checkbox"/> Front <input type="checkbox"/> Back	
		Vellum	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%			<input type="checkbox"/> Color _____	
		Mylar	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> other _____%			Tabs: <input type="checkbox"/> Printed <input type="checkbox"/> Blank	

<input type="checkbox"/> Binding Strip	<input type="checkbox"/> Stapled Only	<input type="checkbox"/> Folding	<input type="checkbox"/> No Binding
CANON LASER COLOR COPIES			
		Color Copies	<input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17

SCANNING		FINISHING SERVICES	
<input type="checkbox"/> Color	<input type="checkbox"/> Black/White	<input type="checkbox"/> Both	
	Large Format Scan _____ DPI	Drymounting	<input type="checkbox"/> White <input type="checkbox"/> Black
	Page Scan to: <input type="checkbox"/> Tiff <input type="checkbox"/> PDF	<input type="checkbox"/> 3/16" Foamcore	<input type="checkbox"/> 3/16" Gatorboard <input type="checkbox"/> 1/2" Gatorboard
	<input type="checkbox"/> Cals <input type="checkbox"/> Other _____	Laminating	<input type="checkbox"/> 3 Mil. <input type="checkbox"/> Matte <input type="checkbox"/> 1 Side.
	PDF <input type="checkbox"/> Bookmarks <input type="checkbox"/> Indexing <input type="checkbox"/> Nesting	<input type="checkbox"/> 5 Mil. <input type="checkbox"/> Glossy <input type="checkbox"/> 2 Sides	
	Save to: <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> Other _____	Framing	For 3/16" drymounts ONLY <input type="checkbox"/> Black <input type="checkbox"/> White
	CD LABEL (Client must provide a digital logo, if logo is needed)	<input type="checkbox"/> Gold <input type="checkbox"/> Silver	
	Email to: _____		

SPLIT DELIVERY		SPECIAL INSTRUCTIONS	
Delivery Contact:	_____		
Company Name:	_____		
Address:	_____		
Phone:	_____		

CODE	ORIGINALS	COPIES	TOTAL COPIES	SIZE	TOTAL QUANTITY	SPECIAL

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OFFICE USE ONLY Delivery Wait Pick Up Ship Out