



**swbp**

www.swbp.com

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**Production Manager**  
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All \* are required to be filled out and if not there will be a delay in job production.

**Charge To:\*** \_\_\_\_\_

**Deliver Originals To:\*** \_\_\_\_\_

**Deliver Copies To:\*** \_\_\_\_\_

Digital Bond Printing						Multicolor / Redline Printing & Scanning					
Number of Originals	Full Size (# of Sets)	Half Size (# of Sets)	Media	Bind Prints	Scan Documents	Output Options	# of Originals	# of Copies	Copies to Be	Media	Scan Documents
			Bond Presentation Bond Vellum Mylar Watercolor	Yes	To File & Email To FTP Folder	Color Scans Only Color Prints & Scans			Redline Only	Bond	To File & Email
				No	To Planwell Burn CD/ DVD	Color Prints Only			Multi Color	Presentation Bond	To FTP Folder Burn CD/ DVD

Small Format B&W Copies / Specification								Tabs	
Number of Originals	Copies (EACH)	Copies to Be	Bind Copies	Type of covers	Front Cover	Back Cover	Scan Originals	Supplied & Insert	
		Single Sided Double Sided Collated	GBC Spiral 3 Hole Punch Screw Post Staple Binder Clips Wire Binding Perfect Binding	Vinyl Clear Acetate Cardstock <b>Custom Printed</b> Laminate			To File & Email To FTP Folder To Planwell Burn CD/ DVD	B&W Pre-Cut 5 Bank Tabs (Supply text file with tab names when emailing PDF Form.)	
								<b>Custom Printed Tabs</b>	
								Number of Banks	

Small Format Color Copies								Tabs	
Number of Originals	Copies (EACH)	Copies to Be	Bind Copies	Type of covers	Front Cover	Back Cover	Scan Originals	Number of Sets	
		Single Sided Double Sided Collated	GBC Spiral 3 Hole Punch Screw Post Staple Binder Clips Wire Binding Perfect Binding	Vinyl Clear Acetate Cardstock <b>Custom Printed</b> Laminate			To File & Email To FTP Folder To Planwell Burn CD/ DVD	Laminated Tabs	

Large Format Color Printing					Indoor/Outdoor Banner Printing							
Number of Originals	Copies (EACH)	Printing Media	Dry Mounting	Thickness		Laminating	Banner Size			Copies (EACH)	Media Options	Finishing Options
				3/16"	1/2"		1	2	3			
		Heavy Weight Bond High Gloss Photo Adhesive Vinyl Satin Photo Paper Canvas	White Foam Board Natural Gator Black Gator White Gator Coroplast			Matte Luster (Satin) Gloss	1	x			Gloss Vinyl Matte Vinyl Vinyl Mesh	Taped Sewn Grommets Grommets QTY
							2	x				
							3	x				
							4	x				
							5	x				

Job Notes: \_\_\_\_\_

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Date Called: \* \_\_\_\_\_ Time: \* \_\_\_\_\_ Date Due: \* \_\_\_\_\_ Time: \* \_\_\_\_\_

Purchaser: \* \_\_\_\_\_

Phone Number: \* \_\_\_\_\_ Email: \* \_\_\_\_\_

Order Number: \* \_\_\_\_\_ Job Number: \* \_\_\_\_\_

Sharefile Folder Name: \* \_\_\_\_\_

Print form and send with job or print it to a PDF and uploaded it with your job files.