



swbp

www.swbp.com

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Store Manager
 David Hajnal
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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	Yes	To File & Email	Color Scans Only			Redline Only	Bond	To File & Email
			Bond	No	To FTP Folder	Color Prints & Scans			Multi Color	Presentation Bond	To FTP Folder
			Vellum		To Planwell	Color Prints Only					Burn CD/ DVD
			Mylar		Burn CD/ DVD						
			Watercolor								

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	GBC	Vinyl			To File & Email	B&W Pre-Cut 5 Bank Tabs (Supply text file with tab names when emailing PDF Form.)	
		Double Sided	Spiral	Clear Acetate			To FTP Folder		
		Collated	3 Hole Punch	Cardstock			To Planwell		
			Screw Post	Custom Printed			Burn CD/ DVD		
			Staple	Laminate				Custom Printed Tabs	
			Binder Clips					Number of Banks	
			Wire Binding					Number of Sets	
			Perfect Binding					Laminated Tabs	

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

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"							
		Heavy Weight Bond	White Foam Board			Matte	1		x		Gloss Vinyl	Taped
		High Gloss Photo	Natural Gator			Luster (Satin)	2		x		Matte Vinyl	Sewn
		Adhesive Vinyl	Black Gator			Gloss	3		x		Vinyl Mesh	Grommets
		Satin Photo Paper	White Gator				4		x			Grommets QTY
		Canvas	Coroplast				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 you job files.