



Cadd/Engineering Supply

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**REPROGRAPHIC
WORK ORDER**

ORDER DUE : _____

PROJECT NAME : _____

PURCHASE ORDER # : _____

CUSTOMER INFORMATION

Company : _____

Address : _____

City, ST, ZIP : _____

Contact : _____

Phone/FAX : _____

'SHIP TO' INFORMATION

Company : _____

Address : _____

City, ST, ZIP : _____

Attention : _____

Phone/Fax : _____

INCOMING SOURCE

- ON FILE
- PLANS & SPECS
- CES/COURIER PICKUP
- EMAIL/FTP
- CUSTOMER COURIER
- WALK-IN

SHIPPING INSTRUCTIONS

- UPS/FED-EX
- DISTRIBUTION
- CES DRIVER
- WILL CALL/WAITING
- CES COURIER
- CUSTOMER COURIER

PLAN DETAILS

	Originals	Size	FULL	HALF	Notes
A					
B					
C					

SPEC DETAILS

	Originals	Size	Notes
D			
E			
F			

PLAN FINISHING

- LOOSE
- ROLL PRINTS INDIVIDUALLY
- STAPLE
- ROLL PRINTS WITH SPEC
- EDGEBIND
- SHIPPING CONTAINER
- FULLBIND
- SHIPPING BAG SIZE : _____

SPEC FINISHING

- SINGLE-SIDED
- DOUBLE-SIDED
- GBC Bind
- 3-HOLE PUNCH
- CORNER STAPLE
- CLEAR COVERS
- LOOSE
- CARDSTOCK : _____

ADDITIONAL ORDER ITEMS

Item	Quantity	Description	Price