



COMPANY: \_\_\_\_\_ ID#: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ PO/Job#: \_\_\_\_\_

**PICK-UP**     **CII DELIVERY**     **UPS**

COMPANY: \_\_\_\_\_ ARRIVE BY: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**- TURNAROUND -**

DATE IN: \_\_\_\_\_ TIME: \_\_\_\_\_ A / P    **STANDARD W/FINISHING**    **STANDARD NO FINISHING**    **50-100% RUSH CHARGE**  
 DUE OUT: \_\_\_\_\_ TIME: \_\_\_\_\_ A / P    *48 HOURS*    *24 HOURS*    *UNDER 24 HOURS*

\*COMPLEX JOBS, FINISHING, OR LARGE QUANTITIES MAY REQUIRE LONGER TURNAROUND.

**1**

FILE NAME: \_\_\_\_\_ PAGES: ALL FROM \_\_\_\_\_ TO \_\_\_\_\_  
 OUTPUT SIZE: \_\_\_\_\_ PRINT AT \_\_\_\_\_ % OR SCALE TO FIT    NUMBER OF COPIES: \_\_\_\_\_

INK TYPE:     INDOOR (HP)     OUTDOOR (SEIKO)

MEDIA TYPE:     HOUSE     VINYL BANNER (MATTE / GLOSS / SMOOTH / MESH)  
 ADHESIVE VINYL (PERM / REMV)     BACKLIT FILM     VEHICLE VINYL  
 DISPLAY PVC (8MIL / 12MIL / 18MIL)     CANVAS     OTHER \_\_\_\_\_

MOUNTING:     BLACK     ULTRA (3/16")     SINTRA (3MM)     GATOR (5X10)  
 WHITE     ULTRA (1/2")     SINTRA (2MM WHITE)     OTHER \_\_\_\_\_

LAMINATION:     SATIN     MATTE 3MIL     CLEAR FOR PERFORATED     SATIN UV  
 GLOSS     MATTE 7MIL     DRY ERASE     GLOSS UV

FINISHING:     VELCRO (HOOK / LOOP)     GROMMETS     EDGE TAPE     MAGNETIC TAPE  
 BANNER STAND \_\_\_\_\_     FRAME     POP-UP

**CII USE ONLY**

**2**

FILE NAME: \_\_\_\_\_ PAGES: ALL FROM \_\_\_\_\_ TO \_\_\_\_\_  
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INK TYPE:     INDOOR (HP)     OUTDOOR (SEIKO)

MEDIA TYPE:     HOUSE     VINYL BANNER (MATTE / GLOSS / SMOOTH / MESH)  
 ADHESIVE VINYL (PERM / REMV)     BACKLIT FILM     VEHICLE VINYL  
 DISPLAY PVC (8MIL / 12MIL / 18MIL)     CANVAS     OTHER \_\_\_\_\_

MOUNTING:     BLACK     ULTRA (3/16")     SINTRA (3MM)     GATOR (5X10)  
 WHITE     ULTRA (1/2")     SINTRA (2MM WHITE)     OTHER \_\_\_\_\_

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**CII USE ONLY**