



2337 LEXINGTON STREET
SACRAMENTO, CA 95815

JOB NAME

PO#

DATE SENT IN: _____

DATE/TIME NEEDED: _____

- | | |
|--|---|
| <input type="checkbox"/> CASH | <input type="checkbox"/> CHARGE |
| <input type="checkbox"/> DELIVER | <input type="checkbox"/> CALL WHEN COMPLETE |
| <input type="checkbox"/> WILL CALL | <input type="checkbox"/> WAIT |
| <input type="checkbox"/> SPLIT DELIVERY | |
| <input type="checkbox"/> DELIVERY SERVICE ONLY | |

CHARGE TO:

DELIVER TO:

DESCRIPTION OF ORIGINALS **DESCRIPTION OF WORK ORDERED**

DRAWING DETAILS - TRIM SIZE	ENTER THE NUMBER OF ORIGINALS	PLEASE ENTER THE NUMBER OF COPIES YOU WANT OF EACH ORIGINAL YOU SENT							
		DIGITAL B&W		DIGITAL COLOR		FINISHING		SCAN	OTHER
		LARGE FORMAT	SMALL FORMAT	LARGE FORMAT	SMALL FORMAT	MOUNT	LAMINATE		

ADD YOUR PLANS TO WINSLOW'S PLANCENTER ? CALL FOR DETAILS

DIGITAL COLOR JOBS REQUIRE A SAMPLE FOR COLOR MATCHING, OR YOUR WAIVER BY INITIAL HERE. _____

SPECIAL INSTRUCTIONS:

ASSEMBLY AND JOB DETAILS

ORDERED: BY _____ PHONE _____	STAPLE	3 HOLE	24# BOND	24# BOND	1/8" FOAM	3mil GLOSS	SMALL FORMAT
	BLK EDGE	STAPLE	PRES. BOND	GLOSS	3/16" FOAM: WHT	5mil GLOSS	LARGE FORMAT
	SCREW POST	ACCO	GLOSS	CARD STOCK	BLK	10mil GLOSS	FORMAT
	FOLD TO: X	COMB BIND	MATTE	TRANSPAR	1/2" FOAM	LUSTRE	COLOR
	WRAP PRINTS SEPARATE	TAPE BIND	CANVAS	OTHER	3/16" GATOR: BLK	MATTE	B&W
		SCREW POST	VINYL		WHT	CRYSTAL	TIFF
		TABS	TYVEK		1/2" GATOR	ENCAPS	PDF
			CLEAR FILM		3MM SINTRA	PLASTIC FRAME:	
			BACKLITE		CLEAR PLEXI	BLK	
					SILVER	GOLD	

PHONE (916)921-9311

FAX (916)921-2470

www.winslowreprographics.com

ORDER NO.