



1364 N. McDowell Blvd., Ste. 11
 Petaluma, CA 94954
 phone: 769-0410 fax: 769-1395
 email: pet@digitechrepro.com

WORK ORDER

Bill To: On Account COD Cash Phone Order

Job or PO #: _____

Date: _____

Time Due: _____ (NO ASAP)

Will pickup Waiting Call When Done

Deliver UPS

NOTES: _____

Company: _____
 Address: _____
 Phone: _____ Fax: _____
 Submitted By: _____

Number of Orig. Sheets	Size of Originals	Number of Sets	B&W Digital Plotting & Copying	Loose	Staple Set	Bind Sets	Stamping (Specify)
			Bond: White <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE <input type="checkbox"/> OTHER _____
			Bond: White <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE <input type="checkbox"/> OTHER _____
			Bond: White <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE <input type="checkbox"/> OTHER _____
			Bond: White <input type="checkbox"/> Pink <input type="checkbox"/> Green <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE <input type="checkbox"/> OTHER _____
			Reduce or Enlarge <input type="checkbox"/> Final Size _____ Printed On: White Bond <input type="checkbox"/> or Vellum <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Vellum <input type="checkbox"/> Xerox Mylar <input type="checkbox"/>				
			E-Mail <input type="checkbox"/> Disk <input type="checkbox"/> Unbind/Rebind <input type="checkbox"/>				
Color Plotting, Laminating & Mounting							
			Semi-Gloss <input type="checkbox"/> 36 lb. Coated <input type="checkbox"/>				
			Semi-Gloss <input type="checkbox"/> 36 lb. Coated <input type="checkbox"/>				
			24 lb. Coated <input type="checkbox"/> Other media <input type="checkbox"/>				
			Laminate <input type="checkbox"/> Encapsulate (Both Sides) <input type="checkbox"/>				
			Dry Mount on 3/16" Foam Core				
Scanning							
			Color <input type="checkbox"/> TIFF <input type="checkbox"/> Save to CD <input type="checkbox"/> Other <input type="checkbox"/>				
			Color <input type="checkbox"/> TIFF <input type="checkbox"/> Save to CD <input type="checkbox"/> Other <input type="checkbox"/>				
Color Reductions & RIP							
			8½"x11" <input type="checkbox"/> 11"x17" <input type="checkbox"/> 12"x18" <input type="checkbox"/> Fiery RIP <input type="checkbox"/>				
			8½"x11" <input type="checkbox"/> 11"x17" <input type="checkbox"/> 12"x18" <input type="checkbox"/> Fiery RIP <input type="checkbox"/>				

Special Instructions