



ALABAMA GRAPHICS

2801 Fifth Avenue South·Birmingham, AL 35233
www.algraphics.com

252-8505 (phone) **449-6083** (fax)

Invoice #: _____

MO	DAY	YR

CUSTOMER SERVICE : 263-1885

Company: _____

Bill to: _____

Contact: _____

PO#: _____

Phone : _____ ALT: _____

Job Name: _____

Email: _____

- On File Under _____
- PRINT order then UPDATE SET ON HOLD
- UPDATE set on HOLD, then PRINT Order
- Hold Digitally Upload files
- DPR/PlanCommand Job - Additional form required
- Email order to: _____
- Additional Deliveries Requested:
 1. _____ Transmittal Attached
 2. _____ Transmittal Attached
 3. _____ Transmittal Attached

WHEN NEEDED: M T W T F _____ am/pm

Shipping Instructions: **RUSH**

- DELIVER Second Party Delivery
- CUSTOMER P/U - CWR C.O.D.
- DELIVERY ONLY CREDIT CARD
- UPS (Acct #): _____
 - Ground Next Day Air Saturday Other _____
- FED-X (Acct. #): _____
 - Standard Priority Overnight Other _____

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	TYPE OF SERVICE REQUESTED
			BLACK PRINTS - LARGE DOCUMENT DIGITAL SERVICES (email: upload@algraphics.com)
1			<input type="checkbox"/> Same Size Bond Bind Sets Yes <input type="checkbox"/> No <input type="checkbox"/> Staple Only
2			<input type="checkbox"/> Half Size Bond Bind Sets Yes <input type="checkbox"/> No <input type="checkbox"/> Staple Only
3			<input type="checkbox"/> Vellum <input type="checkbox"/> Mylar <input type="checkbox"/> Presentation Blackprint
4			<input type="checkbox"/> Reduce to: <input type="checkbox"/> Enlarge to: Scale Change to: Original Scale:
PLAN SPECIAL INSTRUCTIONS:			
			SMALL FORMAT - SPEC PRINTING - 8.5x11 - 11x17 (email: specs@algraphics.com)
5			<input type="checkbox"/> Xerox Copy <input type="checkbox"/> Single Sided <input type="checkbox"/> Two Sided <input type="checkbox"/> 3-Hole Punched <input type="checkbox"/> Fold <input type="checkbox"/> Staple
6			<input type="checkbox"/> Cover Stock Color: <input type="checkbox"/> Laminated <input type="checkbox"/> Acetate Covers <input type="checkbox"/> Tab Inserts <input type="checkbox"/> Includes Color Pages
7			<input type="checkbox"/> GBC/Comb <input type="checkbox"/> Screwpost <input type="checkbox"/> Coil <input type="checkbox"/> Wire <input type="checkbox"/> Velo <input type="checkbox"/> Tape <input type="checkbox"/> ACCO <input type="checkbox"/> Print BW
SPEC SPECIAL INSTRUCTIONS:			
			SCANNING SERVICES - Large & Small Format - Color & B/W
8			<input type="checkbox"/> Black/White <input type="checkbox"/> Color Size: <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> CD <input type="checkbox"/> ZIP
9			<input type="checkbox"/> .tif DPI: 200 or 400 <input type="checkbox"/> Convert to .pdf <input type="checkbox"/> Other file type <input type="checkbox"/> Index: Additional form required
10			<input type="checkbox"/> CD <input type="checkbox"/> Searchable CD <input type="checkbox"/> Label: <input type="checkbox"/> Duplicate QTY:
			DIGITAL COLOR SERVICES (email: color@algraphics.com)
11			<input type="checkbox"/> Color Copy Size: <input type="checkbox"/> Reduce <input type="checkbox"/> Enlarge <input type="checkbox"/> Card Stk. <input type="checkbox"/> Gloss 1/Sided 2/Sided
12			<input type="checkbox"/> Special Paper <input type="checkbox"/> Paper Provided <input type="checkbox"/> Fold <input type="checkbox"/> Staple <input type="checkbox"/> Tabs
13			<input type="checkbox"/> HP Plotter <input type="checkbox"/> UV inks <input type="checkbox"/> DYE inks Media Type: Size:
14			<input type="checkbox"/> Flatbed Printer Media Type: Size:
15			<input type="checkbox"/> Colortrac Large Format Scan & Print Original Size: Output Size:
FINISHING SERVICES			
16			<input type="checkbox"/> Foam Core Mount <input type="checkbox"/> Gator Board Mount <input type="checkbox"/> 3/16" <input type="checkbox"/> 1/2" <input type="checkbox"/> Black
17			<input type="checkbox"/> Illustration Board <input type="checkbox"/> Coroplast <input type="checkbox"/> Sintra <input type="checkbox"/> Styrene <input type="checkbox"/> Black <input type="checkbox"/> Other Material:
18			<input type="checkbox"/> 3 ml. Laminate <input type="checkbox"/> 5 ml. Laminate <input type="checkbox"/> Matte <input type="checkbox"/> Gloss <input type="checkbox"/> Pebble Finish <input type="checkbox"/> Encapsulate
19			<input type="checkbox"/> Plastic Edging <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Wideside <input type="checkbox"/> Easel <input type="checkbox"/> Grommets <input type="checkbox"/> Velcro
SPECIAL INSTRUCTIONS:			