RPG
digital print solutions

JOB ORDER FORM

5012 Herzel Place
Laurel, MD 20707
Phone:301.498.3225
Fax: 301.595.2995
www.rpg.com

DATE AND TIME ORDERED	CUST ID
DATE AND TIME DUE	**ORDER #**

BILL TO:	DELIVER TO:
	☐ PICK UP ☐ SAME AS BILL TO
	SEND ORIGINALS TO ☐ BILL TO ☐ DELIVER TO

☐ NON-REIMBURSABLE
☐ REIMBURSABLE

JOB NAME/P.O. NUMBER

PERSON ORDERING PHONE #

NO. OF ORIGINALS	NO. OF COPIES	TOTAL COPIES	DESCRIPTION/ SPECIAL INSTRUCTIONS	TOTAL SQ. FT.	UNIT PRICE	TOTAL

COMMENTS ☐

OPERATOR

PROOF REQUIRED ☐

MANAGER

LARGE DOC. COPYING

XLD ☐ Xerox Bond
XLV ☐ Xerox Vellum
XLM ☐ Xerox Mylar
REN ☐ Reductions _____%
☐ Enlargements _____%
CLC ☐ Large Document

☐ Bond ☐ Photo G M
☐ Film AB BL

DIAZO PRINTING

DZB ☐ Diazo Bond
SEP ☐ Regular Sepia
DZM ☐ Mylar Sepia

LARGE DOC. PLOTTING

PLB ☐ Bond Plots
PLV ☐ Vellum Plots
PLM ☐ Mylar Plots
CLP ☐ Inkjet Color Plots

☐ Bond ☐ Photo G M
☐ Film AB BL

XEROX COPYING & DIGITAL PRINTING

XSD ☐ Xerox Copies
XDP ☐ Docutech Digital Prints
CSD ☐ Xerox Color Copies
CDP ☐ Docucolor Color Prints
☐ _____

SSC ☐ Tabs
☐ 3 Hole Punch
☐ Color Paper
☐ Card Stock
☐ Transparency
☐ _____

LARGE DOCUMENT FINISHING

☐ Staple Only
☐ Bind
☐ Loose
LSC ☐ Fold
LSC ☐ SPECIAL HANDLING
☐ _____

BND ☐ Mount- Foamcore 3/16"
☐ Mount- Gatorboard 3/16"
☐ Laminate - 3mil G M
☐ Laminate - 5mil G M
☐ Edge Guard B W S C
☐ _____

BINDING

BND ☐ GBC Binding
☐ Spiral Binding
☐ Velo Binding
☐ Perfect Binding
☐ Screwpost Binding

☐ Stapling
☐ Shrink Wrap
☐ Padding
☐ Numbering
☐ _____

DIGITAL SERVICES

SCN ☐ Scan ☐ Color ☐ Grayscale ☐ Lineart

Resolution _____
Media _____
Format _____

CDC ☐ CD Production ☐
ADS ☐ Design & Edit ☐ _____
ADS ☐ File Conversion ☐ _____

A&E SCANNING

SCN ☐ Scan Level 1 - Drawing Capture
☐ Scan Level 2 - Drawing Cleaning & Indexing
☐ Scan Level 3 - Drawing Conversion
☐ _____

OTHER SERVICES

ADS ☐ Offset Printing
ADS ☐ Typesetting
☐ _____
☐ _____
☐ _____

SHIPPING

SHP ☐ UPS
☐ FedEX #_____
☐ Postage
☐ Courier
☐ _____