



UNIVERSAL REPROGRAPHICS INCORPORATED

CORPORATE OFFICE:
2043 PONTIUS AVE. LOS ANGELES, CA 90025
TELEPHONE (310) 477-2900 - FAX (213) 355-3583

WORK SHEET

- WEST L.A. (310) 477-2900
EMAIL: cad@reprographics.com
- DOWNTOWN L.A. (213) 365-7768
EMAIL: dtla@reprographics.com
- ROBERTSON (310) 205-5242
EMAIL: rob@reprographics.com
- CORP. XEROX (310) 477-2900
EMAIL: digital@reprographics.com
- SUPPLIES (213) 365-7750
EMAIL: supplies@reprographics.com

CHARGE TO:

IN ORDER TO BETTER SERVE YOU, GIVE US YOUR AFTER HOURS PHONE NUMBER.

AFTER HOURS No.: _____ LATEST TIME TO CALL: _____

PROJECT / JOB: _____

W.O. NUMBER: _____

CUSTOMER No.: _____

DATE: _____

TRACT /

SHIP DATE

P.O. NUMBER: _____

ORDERED BY: _____

- C.O.D
- CHECK
- CHARGE
- CREDIT CARD

REIMBURSABLE

PROOF DUE

DATE/TIME DUE

NON-REIMBURSABLE

TEL. No.: _____

EXT.# _____

SCANNING

- COLOR
- B/W
- GRAYSCALE
- MIXED

NO. OF ORIG.	ORIG. SIZE	FINISHED SIZE	FILE NAMING REQUIRED
			<input type="checkbox"/>

- KEEP ON FILE
- UPDATE EXISTING
- POST TO ONLINE PLANROOM

- CD BURN
- EMAIL
- POST TO FTP

SAVE AS FILE TYPE: TIFF PDF OTHER _____ SCAN RES. _____ .DPI

- Digital
- Hard Copy
- Staple
- Edgebind
- ScrewPost
- Date Stamp
- Roll Separately

FINISHING

LARGE FORMAT
BLACK & WHITE

NO. OF ORIG.	DESCRIPTION OF ORIG.	ORIG. SIZE	FINISHED SIZE	B/W BOND	Recycled BOND	COLOR BOND	VELLUM

LARGE FORMAT
COLOR

NO. OF ORIG.	SETS	ORIG. SIZE	FINISHED SIZE	COLOR CAD	BOND	HEAVY MATTE	MED SEMI-GLOSS	HEAVY SEMI-GLOSS	SUPER HI-GLOSS	FABRIC BANNER	SCRIM BANNER	CANVAS

FOAM MOUNT	GATOR MOUNT	LAMINATE	FRAME IT
W B	W B	G M	W B
W B	W B	G M	W B
W B	W B	G M	W B

XEROX DUPLICATING
COLOR B/W

NO. OF ORIG.	SETS	ORIG. SIZE	FINISHED SIZE	PAPER	COVERS	1 or 2 SIDED	SAME AS ORIG.	SAMPLE PROVIDED	PROOF NEEDED?	DIGITAL	HARD COPY	OK TO PRINT PLEASE SIGN
		<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____	<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____	FOR B/W	FOR COLOR	1 2	Y N	Y N	Y N			
		<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____	<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____			1 2	Y N	Y N	Y N			
		<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____	<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____			1 2	Y N	Y N	Y N			
		<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____	<input type="checkbox"/> 8.5X11 <input type="checkbox"/> 11X17 <input type="checkbox"/> OTHER _____			1 2	Y N	Y N	Y N			

- PAPER**
- 20 lb. White
 - Recycled Bond
 - 20 lb. Color
 - 60 lb. Opaque
 - 70 lb. Opaque
 - 60 lb. Astrobrite
 - Other
 - 24 lb. Laser
 - 28 lb. Laser
 - 32 lb. Laser
 - 80 lb. Gloss/Matte
 - 100 lb. Gloss/Matte
 - Customer Supplied

- COVERS**
- 90 lb.
 - Acetate
 - 65 lb. Astrobrite Cover
 - 8pt. 10pt. 12pt. Gloss
 - Customer Supplied
 - 100 lb. Cover Gloss/Matte
 - Other
 - 110 lb. Index
 - Leatherette
 - White
 - Blue
 - Grey
 - Green
 - Salmon
 - Ivory
 - Canary

- BINDERY**
- 3-Hole
 - Score
 - Padding
 - Staple
 - Screws
 - Slip Sheet
 - Other
 - Booklet
 - Perfect Bind
 - Folding
 - Comb Bind
 - Wire "O" Bind
 - Coil Bind
 - Velo Bind
 - Acco Bind
 - Thermal Bind
 - Laminating
 - Shrink Wrap
 - No Collating

DELIVERY

Originals to: _____

Prints to: _____

Will Call URI Delivery Overnight FedEx Ground FedEx _____ Other

FILE NAME(S) FOR INTERNAL USE ONLY

Q.C. CHECK (OK TO PRINT)

INSTRUCTIONS / COMMENTS: