



BlueStreak
services
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Cleveland, OH 44128
216.223.3203 Reprographics
216.223.3282 Interiors
216.223.3210 Fax
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REPROGRAPHICS WORK ORDER

**BILLING
INFORMATION**

Name: _____
Address: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Date: _____
Due Date & Time: _____
Project Name / Number: _____
Notes: _____

LARGE FORMAT - BLACK & WHITE					
NO. OF ORIG.	NO. OF SETS	OUTPUT SIZE	DESCRIPTION	BIND	DIGITAL SERVICES
					<input type="checkbox"/> FTP TRANSFER
					<input type="checkbox"/> EMAIL
					<input type="checkbox"/> BURN TO CD
					<input type="checkbox"/> ARCHIVE

LARGE FORMAT - COLOR						
NO. OF ORIG.	NO. OF SETS	OUTPUT SIZE	DESCRIPTION	PAPER TYPE	FINISHING	DIGITAL SERVICES
						<input type="checkbox"/> FTP TRANSFER
						<input type="checkbox"/> EMAIL
						<input type="checkbox"/> BURN TO CD
						<input type="checkbox"/> ARCHIVE

SMALL FORMAT - BLACK & WHITE / COLOR							DIGITAL SERVICES
NO. OF ORIG.	NO. OF SETS	OUTPUT SIZE	DESCRIPTION	PAPER	COVER	BINDING	DIGITAL SERVICES
							<input type="checkbox"/> FTP TRANSFER
							<input type="checkbox"/> EMAIL
							<input type="checkbox"/> BURN TO CD
							<input type="checkbox"/> ARCHIVE

DIGITAL SERVICES INSTRUCTIONS		
FTP TRANSFER	EMAIL	BURN TO CD

**SHIPPING
INFORMATION**

Same as Billing Address

Fed Ex / UPS #: _____

Name: _____
Address: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

SPECIAL INSTRUCTIONS / NOTES: