



Job # \_\_\_\_\_

PO # \_\_\_\_\_

Date / / \_\_\_\_\_

251 Townsend Square  
 Suite 251  
 Oyster Bay, New York 11771  
 Phone: 516.624.6703  
 Fax: 516.624.7629  
 e-mail: sales@arcotype.com  
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Company \_\_\_\_\_ Attn: \_\_\_\_\_  
 Address \_\_\_\_\_ Floor/ Suite \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone ( ) \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_  
 Evening Phone ( ) \_\_\_\_\_ (Call Until) \_\_\_\_\_

**SYSTEM:**  Mac  IBM  PDF  EPS

**SERVICE**  Standard (24 Hours)  Rush (6 Hour/50% Premium)  Priority (3 Hour/100% Premium)  
 NEED OUTPUT BY (date and time) \_\_\_\_\_ *(RUSH and PRIORITY based on 8:30AM to 6:00PM)*

**SHIPPING**  Messenger  RUSH Messenger  CPU  Call When Ready # \_\_\_\_\_  
 Federal Express: Account # \_\_\_\_\_

POSTERS			
File Name	Size in Percent	Final Size	SPECIAL INSTRUCTIONS
1.			
2.			
3.			
4.			

LAMINATION			
File Name	Luster	Matte	SPECIAL INSTRUCTIONS
1.			
2.			
3.			
4.			

MOUNTING				
File Name	Foam Core	Gator Board		SPECIAL INSTRUCTIONS
1.				
2.				
3.				
4.				

**DID YOU REMEMBER TO:**

Include Proof  Include all support files  Sign/Date Form  
 Fill in Time/Date needed  Include all fonts

Signature \_\_\_\_\_