

AHERN

PRINTING & GRAPHICS

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Work Order

Today's Date:

Received By:

Customer Account Cash / Check / CC

Customer:

Contact:

Phone:

Address:

Job Name:

PO#:

Due Date:

Time:

Customer Pick-Up

Waiting

Call

Deliver back to customer

Drop Box

Special Instructions:

Digital Blackline (Plans • Prints • Plots)

Bond Bond w/Red Vellum Mylar

Loose Stapled Stapled w/Binder Fold

Instructions:

Quick Copy Services (Up to 11x17")

B/W Copies

Color Copies

1 Sided

Stapled

Transparency

2 Sided

GBC Bound

3 Hole Punch

Collated

Velo Bound

T-Shirt Transfer

Slip Sheet

Booklet

Other

Instructions:

CD Burn Save as: TIFF JPEG PDF

Keep on File Add to Existing File

E-mail:

Graphics Dept. (Up to 60" Wide)

24 lb Bond Photo Satin Vinyl Banner

32 lb Bond Photo Gloss Scan Only

Instructions:

Mounting & Laminating

Mount Foamboard Gatorboard

Laminate Satin Gloss

Extras Grommets Perimeter Trim

Easel

Velcro

Hangers

Instructions:

CD Burn Save as: TIFF JPEG PDF

E-mail:

AHERN USE ONLY

Work Done By:

# of ORIG.	# of COPIES	SIZE	TOT. SQ. FT. & MEDIA	JOB NAME
		X		
		X		
		X		
		X		