



WORK ORDER FORM

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ITEM #	DESCRIPTION OF ORIGINALS	NO. OF COPIES	SIZE (1/2, FULL)	MEDIA (Bond, Vellum, etc.)
1				
2				
3				
4				
5				
6				
7				

Scanning: B&W Color **Printing Plans:** B&W Color **Printing Specs:** B&W Color
Finishing Plans: Staple Screw Bind **Finishing Specs:** Staple Screw Bind ACCO Bind Other _____

SPECIAL INSTRUCTIONS: _____

<p>Bill To</p> <p>Company: _____ Ordered by: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____</p> <p> Visa MC Amex Other _____</p> <p>Account Number: _____ Exp. Date: _____ CCV: _____</p>	<p>Project Information</p> <p>Job Name: _____ _____ Job Num: _____ PO Num: _____ Due Date: _____ Due Time: _____ Date Submitted: _____</p>	<p>Files Upload to Repro X-Press</p> <p>Files uploaded to FTP Folder name: _____ Files sent by email to: service@reprox-press.com _____@reprox-press.com Instant Upload Project name: _____ Hard Copy to Repro X-Press CD to Repro X-Press</p>
<p>Deliver/Ship Copies To</p> <p> "Bill To" Address</p> <p> Ship to Address below:</p> <p>Company: _____ Attention: _____ Address: _____ _____</p> <p>Carrier & Account # to Ship: _____</p> <p><u>Originals To:</u> Bill to Address Ship to Address</p>	<p>Digital Services</p> <p><u>Upload to Bidmail to Project Above</u></p> <p><u>Upload to FTP</u> Folder Name: _____</p> <p><u>Email files</u> Email: _____</p> <p><u>Burn to CD</u></p>	<p>Customer will Pick-Up at:</p> <p>Los Angeles Office 7127 Telegraph Road Montebello, CA 90640</p> <p>Irvine Office 18207 Mc Dermott, Suite I Irvine, CA 92614</p> <p>Requested Pick-up Date & Time: _____</p>