

Name _____	Phone ext. _____	Room # _____	Date Ordered _____
File Description _____			Due Date _____
Account # _____			Work Order # _____

Name Tags	Quantity
<input type="checkbox"/> Gold <input type="checkbox"/> 1 Line <input type="checkbox"/> White <input type="checkbox"/> 2 Line <i>2 Line name tags require Senior Management approval.</i> <p style="text-align:center;">Specify Name or attach list</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Desk Plates	Quantity
Color _____ <input type="checkbox"/> With Stand <input type="checkbox"/> Without Stand <p style="text-align:center;">Specify Wording or attach list</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Signs	Quantity
Vinyl on Coroplast <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape <input type="checkbox"/> 24" x 36" <input type="checkbox"/> Other ____x____ Vinyl Color _____ <p style="text-align:center;">Please attach file or artwork</p>	
Banners	Quantity
<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape Size ____x____ <input type="checkbox"/> Printed Paper <i>Maximum print size is 36" x 72"</i> <input type="checkbox"/> Printed Vinyl <input type="checkbox"/> Reinforcement Tape <input type="checkbox"/> Vinyl lettering <input type="checkbox"/> Hem Tape <input type="checkbox"/> Grommets <p style="text-align:center;">Please attach file or artwork</p>	

Color Posters	Quantity
<input type="checkbox"/> Portrait Landscape <input type="checkbox"/> 24" x 36" <input type="checkbox"/> Custom size ____x____ <input type="checkbox"/> Mount on Poster Board 22" x 28" maximum <input type="checkbox"/> Mount on Coroplast 24" x 36" maximum <input type="checkbox"/> Mount on Foamboard 32" x 40" maximum <input type="checkbox"/> Laminate <input type="checkbox"/> Stake <p style="text-align:center;"><i>Maximum print size is 36" x 72"</i></p> <p style="text-align:center;">Please supply artwork as a PDF, PNG, or JPEG file</p>	

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Signature _____

Special Instructions:

Delivery Location		<i>Only name tags and desk plates can be delivered. All other items must be picked up.</i>	
<input type="checkbox"/>	Bldg _____	Room # _____	
<input type="checkbox"/>	Hold For Pick-Up BIC 0515		
Date Completed: _____		Total Charges: _____	
		\$ _____	