



OFFICE: 602 252 6655
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Job for Offset Press makepapereasy.com Estimate # _____
 Esplanade Production Deliver when done Estimate Request
 Proofs Approved P/U @ ProjectCenter

Company/Firm: _____ Today's Date: _____ Time _____
 Requestor: _____ Date Needed: _____ Time _____
 Phone: _____ Ext. _____ Client Matter/Ref. #: _____
 Cust.Consultant: _____ Operator: _____ Q/C _____

COPY INSTRUCTIONS

Clone Clone w/ additional instructions
 Reduce to: _____
 Enlarge to: _____
 Bates Label: _____ (Start)
 Copy Quantity / # of sets: _____

JOB INSTRUCTIONS

See Attached **Scanning** (Requires Consultation)
 See Below **Please Call Before Start**
 Copy Tag/Clip Burn to: CD DVD USB
 Color - B&W Ship Mail (Inst. Below)
 E-mail to: _____

TABS & FINISHING INSTRUCTIONS

Staple → Orig. Copies
 Clip → Orig. Copies
 Tabs → Orig. Copies
 Print Tabs → Orig. Copies
 Slipsheet in Place of Tabs _____ (color)
 Copy Tabs on Slipsheet _____ (color)
 Sets Stacks Drop in Binder

BINDING INSTRUCTIONS

Rubber Band → Orig. Copies
 GBC/Comb → Orig. Copies
 Spiral/Wire → Orig. Copies
 Velo → Orig. Copies
 Acco → Orig. Copies
 2 / 3 Hole → Orig. Copies
 Clear Cover Vinyl Back _____ (Color)

SURVEYS / MAPS / EXHIBIT BOARDS / OTHER

Survey → Roll Fold Staple Other _____
 Mount → White Black Gator Gloss Laminate Matte Laminate Float _____"

SPECIAL INSTRUCTIONS / NOTES

