

Work Request

Customer _____

Log Number _____

Corporate Headquarters
 760 Vista Drive Bldg. #7
 Pittsburgh, PA 15205
 412-788-0640
 vista@myprintscape.com

Southpointe
 501 Corporate Drive
 Canonsburg, PA 15317
 724-745-9251
 stpe@myprintscape.com



- Installation
- Customer Pickup
- Delivery
- Ship via _____
- COD

Ship To _____ _____	Date Ordered _____	Date Needed _____	Time Needed _____	Rush Service _____
Phone _____	Alt. Phone _____			

Person Ordering _____

# of Originals	Qty Each	Size	Project or P.O. Number
		X	<input type="checkbox"/> PRINT DIRECT <input type="checkbox"/> FOAMCORE <input type="checkbox"/> SINTRA <input type="checkbox"/> GATORBOARD <input type="checkbox"/> REBOARD <input type="checkbox"/> CUSTOM CUT <input type="checkbox"/> OTHER _____
		X	<input type="checkbox"/> KISS CUT <input type="checkbox"/> VINYL <input type="checkbox"/> BOND <input type="checkbox"/> GLOSS <input type="checkbox"/> SATIN
		X	<input type="checkbox"/> SMALL FORMAT <input type="checkbox"/> LASER Bond <input type="checkbox"/> TEXT <input type="checkbox"/> COVER <input type="checkbox"/> GLOSS <input type="checkbox"/> MATTE <input type="checkbox"/> C1S <input type="checkbox"/> C2S <input type="checkbox"/> 1 Sided <input type="checkbox"/> 2 Sided <input type="checkbox"/> Folded
		X	<input type="checkbox"/> MOUNTING <input type="checkbox"/> FOMECORE <input type="checkbox"/> GATORBOARD <input type="checkbox"/> SINTRA <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> 3/16" <input type="checkbox"/> 1/2"
		X	<input type="checkbox"/> LAMINATION <input type="checkbox"/> 3 MIL <input type="checkbox"/> 5 MIL <input type="checkbox"/> 10 MIL <input type="checkbox"/> GLOSS <input type="checkbox"/> MATTE <input type="checkbox"/> DRY ERASE
		X	<input type="checkbox"/> EDGING <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> GOLD <input type="checkbox"/> SILVER <input type="checkbox"/> 3/16" <input type="checkbox"/> 1/2" <input type="checkbox"/> BLACK EDGE TAPE
		X	<input type="checkbox"/> GROMMETS <input type="checkbox"/> VELCRO <input type="checkbox"/> EASEL <input type="checkbox"/> ROUTING <input type="checkbox"/> DRILLING <input type="checkbox"/> SHIPPING BOX
		X	D PRINTS™ <input type="checkbox"/> HARD COPY <input type="checkbox"/> FROM FILE <input type="checkbox"/> Bound <input type="checkbox"/> Stapled <input type="checkbox"/> Folded
		X	<input type="checkbox"/> PAPER <input type="checkbox"/> COLORLINE <input type="checkbox"/> MYLAR <input type="checkbox"/> VELLUM <input type="checkbox"/> Rev. Read
		X	<input type="checkbox"/> 8.5x11" <input type="checkbox"/> 8.5x14" <input type="checkbox"/> 11x17" <input type="checkbox"/> Clear Cover <input type="checkbox"/> 1 Sided <input type="checkbox"/> GBC <input type="checkbox"/> ACCO <input type="checkbox"/> PADS <input type="checkbox"/> Tabs <input type="checkbox"/> Stapled <input type="checkbox"/> Folded <input type="checkbox"/> Card Stock <input type="checkbox"/> 2 Sided <input type="checkbox"/> COIL <input type="checkbox"/> WIRE <input type="checkbox"/> VELO <input type="checkbox"/> SCREWPOST
		X	<input type="checkbox"/> COLOR SCAN to COLOR PRINT <input type="checkbox"/> SAME SIZE _____% ENLARGEMENT _____% REDUCTION
		X	SCAN TO FILE <input type="checkbox"/> PC <input type="checkbox"/> MAC <input type="checkbox"/> COLOR <input type="checkbox"/> B/W _____ DPI (600 MAX)
		X	<input type="checkbox"/> CD <input type="checkbox"/> E-MAIL File Type: (circle one) <input type="checkbox"/> .tif <input type="checkbox"/> .jpeg <input type="checkbox"/> .pdf <input type="checkbox"/> .eps

DIGITAL COLOR
 FINISHING
 B/W COPYING
 BINDING

COLOR MATCHING CANNOT BE GUARANTEED IF A RUSH REQUEST IS ORDERED OR THERE IS NO SIGN-OFF ON COLOR PROOF

INSTRUCTIONS

PLEASE PROVIDE DETAILED PRINTING INSTRUCTIONS. PRINTSCAPE IS NOT RESPONSIBLE FOR JOB REPRINTS DUE TO INCOMPLETE INSTRUCTIONS.

CODE	QTY	CODE	QTY	NOTES	Quoted By

Date Delivered _____ Received By _____

THANK YOU FOR YOUR BUSINESS!