DIGITAL PRINTING SOLUTIONS, INC.

881 FRANKLIN ROAD, STE. 435, MARIETTA, GA 30067
PHONE: 770-690-3112   FAX: 770-690-3111
WEBSITE: *www.dpsinc.net*   E-MAIL: digital@dpsinc.net

ORDERING AVAILABLE BY E-MAIL OR FAX

Digital Printing Solutions

TODAY'S DATE: ____/____/____
NEED BY: ☐ Today   ☐ Tomorrow

Time Required: _____
Ordered By: _____
Phone # _____
Purchase Order # _____
Job Name _____

Sold To: _____
_____
_____

Originals To: _____
_____
_____

Prints To: _____
_____
_____

Prints To: _____
_____
_____

TEL: 770-690-3112   FAX: 770-690-3111

METHOD OF PAYMENT ☐ DPS ACCOUNT   ☐ CASH   ☐ VISA   ☐ AMEX   ☐ MASTERCARD
DELIVERY INSTRUCTIONS ☐ WAITER   ☐ CUSTOMER PICK UP/CALL WHEN READY   ☐ DPS TRUCK   ☐ COURIER

SHIPPING INSTRUCTIONS: ☐ UPS   ☐ NEXT DAY AIR- EARLY A.M.   ☐ NEXT DAY AIR –AFTERNOON   ☐ GROUND   ☐ SECOND DAY AIR
☐ FEDEX   ☐ PRIORITY OVERNIGHT   ☐ STANDARD OVERNIGHT   ☐ 2 DAY ECONOMY

SPECIAL INSTRUCTIONS: ☐ **(If additional space is needed please add info to back of work order.)**

REPRODUCTION ORDER FORM

☐ **(CHECK BOX FOR PLANS TO BE HELD ON FILE.)**

XEROGRAPHIC REPRODUCTION

# ORIG.	COPIES EACH	TOTAL COPIES					
			COPIES: ☐ BOND	☐ VELLUM	☐ FILM	☐ SAME SIZE	☐ REDUCE/ENLARGE TO:
			COPIES: ☐ BOND	☐ VELLUM	☐ FILM	☐ SAME SIZE	☐ REDUCE/ENLARGE TO:
			BINDING: ☐ STRIP	☐ STAPLE ONLY	☐ SCREW POST	☐ NONE	

SPECIFICATION, QUICK COPY & SMALL FORMAT COLOR COPY

			COPIES: ☐ 8.5X11	☐ ONE- SIDED	☐ TWO-SIDED	☐ TRANSPARENCY	
			☐ 8.5X14	☐ ONE- SIDED	☐ TWO-SIDED	☐ TRANSPARENCY	
			☐ 11X17	☐ ONE- SIDED	☐ TWO-SIDED	☐ TRANSPARENCY	
			COVERS: ☐ WHITE	☐ YELLOW	☐ BLUE	☐ GREEN	☐ GRAY ☐ CLEAR ☐ OTHER ☐ NONE
			BINDING: ☐ STAPLE	☐ SCREW POST	☐ SCREW POST & TAPE	☐ GBC	☐ BINDER CLIPS ☐ VELO-BINDING
			MISC: ☐ COLLATE	☐ SLIP SHEET	☐ FOLD	☐ Z-FOLD	☐ PAD ☐ INDEX TAB
			COLOR COPIES: ☐ 8.5X11	☐ 8.5X14	☐ 11X17	☐ 8.5X11 TRANSP.	☐ ONE-SIDED ☐ TWO-SIDED

ARCHIVAL SERVICES

			SCANNING:				
			OUTPUT: ☐ BOND	☐ VELLUM ☐ FILM	☐ CD ☐ DVD	☐ ZIP	☐ FLOPPY DISK ☐ INDEXING

LARGE FORMAT COLOR REPRODUCTION

			SIZE: ORIGINAL	**OUTPUT:**	
			MEDIA: ☐ HEAVY COATED BOND	☐ PHOTO GLOSS	☐ SEMI- GLOSS
			☐ ARTIST CANVAS	☐ INDOOR/OUTDOOR VINYL	☐ OTHER:

MOUNTING, LAMINATING & FINSIHING SERVICES

			MOUNTING : ☐ 3/16" FORMCORE	☐ 3/16" GATORBOARD	☐ SENTRA ☐ OTHER:
			LAMINATING: ☐ ONE- SIDED	☐ TWO-SIDED	☐ ENCAPSULATED
			THICKNESS: ☐ 3 MIL	☐ 5 MIL	
			FINISHES: ☐ GLOSSY	☐ LUSTRE	☐ MATTE ☐ U.V.
			PRESENTATION FRAMING: ☐ BLACK	☐ GOLD	☐ SILVER
			BANNER FINISHING: ☐ FULL HEMMED	☐ GROMMETS	

CAD SERVICES

			FILE CONVERSIONS: **ORIGINAL:** ☐ ELECTRONIC FORMAT_____		☐ HARD COPY	
			OUTPUT: ☐ .TIFF	☐ PDF	☐ .BMP	☐ .JPEG
			VECTOR CONVERSIONS: **ORIGINAL:** ☐ ELECTRONIC FORMAT_____		☐ HARD COPY	
			OUTPUT: ☐ AUTOCAD _____	☐ MICROSTATION_____		

1750 ENTERPRISE WAY, STE 102, **MARIETTA, GA 30067** * PHONE (770) 690-3112 * FAX (770) 690-3111 digital@dpsinc.net * *www.dpsinc.net*