



ALABAMA GRAPHICS

Invoice #:

2801 Fifth Avenue South · Birmingham, AL 35233
www.algraphics.com

Workorder Date:

252·8505 phone 252·8510 fax

Company Name: Bill to: Contact: PO / Job#: Phone: Job Name: File Management: WHEN NEEDED Date: Time: Post Job to DPR Site - Additional Form Required

Shipping Instructions:

 RUSH ORDER Upload to FTP Site Deliver to Customer Call When Ready Second Party Deliver Additional Deliveries Requested: Customer Pick-Up Credit Card C.O.DAdditional Delivery 1: Transmittal AttachedAdditional Delivery 2: Transmittal Attached

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	BLACK PRINT LARGE DOCUMENT COPYING			
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Same Size Bond	<input type="checkbox"/> Half Size Bond	Bind Sets: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Staple Only CD: <input type="text"/>

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	QUICK COPY - SPEC PRINTING - 8.5x11 - 11x17 (email: specs@algraphics.com)			
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Xerox Copy	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Two Sided	Binding: <input type="text"/>
			<input type="checkbox"/> Cover Stock - Color: <input type="text"/>	<input type="checkbox"/> 3-Hole Punched	<input type="checkbox"/> Staple	CD: <input type="text"/>

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	COLOR COPY SERVICES (e-mail: color@algraphics.com)			
3	<input type="text"/>	<input type="text"/>	Small Copy Media: <input type="text"/>	Large Copy Media: <input type="text"/>		

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	FINISHING SERVICES			
4	<input type="text"/>	<input type="text"/>	Mounting: <input type="text"/>	Lamination: <input type="text"/>		

ITEM NO.	NUMBER OF ORIGINALS	NUMBER OF SETS	SCANNING SERVICES - Large & Small Format - Color & B/W (edms@algraphics.com)			
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Black/White	<input type="checkbox"/> Color	<input type="checkbox"/> Index:Detail Below	DPI: <input type="text"/> File Type: <input type="text"/>
			CD Type: <input type="checkbox"/> Files to Disc <input type="checkbox"/> PDF Searchable Disc	Duplicate CDs: <input type="text"/>		

Please click the email icon in your toolbar and send to customer_service@algraphics.com