



# order form

817 W 12th St. Austin, TX 78701  
 t (512) 474-8842 f (512) 474-9133  
 dynamicreprographics.com

date ordered \_\_\_\_\_ date/time due \_\_\_\_\_

contact name \_\_\_\_\_

contact phone# \_\_\_\_\_ cell# \_\_\_\_\_

contact email \_\_\_\_\_

CHARGE TO	DELIVER PRINTS TO	ORIGINALS FROM/TO	save on file	do not save

DIGITAL BLACKLINES									
job name	size of originals	# of orig's	bind?	bond full size	bond half size	mylar	first set?	other	

SPECIFICATIONS				BINDING				OFFICE USE
job name	# of sets	s-s	cover type/color	screwpost	comb/GBC	black	white	per book price
		d-s		binder clip	spiral	black	white	
				staple	3-ring binder	black	white	
				3-hole punch	wire-o	silver	black	white

DIGITAL FILES					SCANS				OFFICE USE
job name	file type	DVD	FTP	email	job name	size of originals	color	L	flatbed
		CD	DFS	flash			b+w	S	wide

LARGE FORMAT COLOR										OFFICE USE		
job name	size of originals	# of orig's	bind?	full size	half size	colorwave		inkjet		CW	L	b+w
						20#	tyvek	matte	gloss	IJ	S	color
						24#	mylar	semi	velvet			
						32#	vellum	lustre	canvas			

MOUNTING							LAMINATING					OFFICE USE	
job name	size	bio board	gatorboard		foamcore		3/16"	job name	size	qty.	matte	pouch	5mil
			black	white	black	white	1/2"				gloss	roll	10mil

SMALL FORMAT COLOR											OFFICE USE
job name	paper size	paper type	color	s-s	bind?	# of imps	# of sets	total imps	price per imp	additional info	per book price
			b+w	d-s							

SPECIAL INSTRUCTIONS	OFFICE USE
	MLC/DLC/GLC _____ order taken by _____
	scan/index _____ initial lib. check _____
	collate/insert _____ job printed by _____
	digital files _____ final lib. check _____
	spec scan/index _____
	spec collate/insert _____
	spec digital files _____