

**ORDER FORM
FOR
B&W/COLOR
COPIES**

American Color Labs
435 Isom Rd. #220 San Antonio, Tx 78216
Phone: (210) 308-0222 Fax: (210) 308-9555
www.aclsa.com email: graphics@aclsa.com

- Color Copies
- Black & White Copies

DATE DUE:

**Customer
Info.**

Company: _____ **PO#:** _____

Name/ Content: _____ **Job#:** _____

Phone: _____ **After Hours Phone:** _____

Email: _____ **Fax:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Files Supplied Via: DISK FTP EMAILED TO: _____

CALL AND HOLD FOR PICKUP DELIVER WHEN COMPLETE SPECIAL DELIVERY

**File
Instructions**

Filename/ Description: _____ **Quantity:** _____

Color Copies:

- | | | |
|--|--------------------------------|---------------------------------|
| <input type="checkbox"/> 8.5x11 Bond Paper | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 8.5x11 Card Stock | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 11x17 Bond Paper | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 11x17 Card Stock | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 12x18 Card Stock | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |

ADDITIONAL FINISHING

- Fold
- Binding
- Coil
- Comb
- Collate
- Lamination
 - 3 mil
 - 5 mil
 - 10 mil
- Mounting -Specify

B&W Copies:

- | | | |
|--|--------------------------------|---------------------------------|
| <input type="checkbox"/> 8.5x11 Bond Paper | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 8.5x11 Card Stock | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 11x17 Bond Paper | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |
| <input type="checkbox"/> 11x17 Card Stock | <input type="checkbox"/> Matte | <input type="checkbox"/> Glossy |

**Proof
Required**

Proof is produced on specified final production device. This is the most accurate method to assure final results. Please allow adequate time for any proofing required.

**Proof
Declined**

I understand that various output devices may produce different results regarding color. I accept ACL's judgement on any final output.

SPECIAL INSTRUCTIONS: _____

SHIPPING INSTRUCTIONS: _____

We do not guarantee exact color matching. Attempts to match specific PANTONE colors may accrue additional charges.

ACL is not responsible for damage which may occur to original art or materials during the mounting or lamination process.

I hereby allow ACL to complete this job as desired above. Please sign here: