

BILL TO: _____

ORDERED BY: _____

PHONE #: _____

DATE:

TIME DUE? _____

WILL CALL:

OUT THE DOOR:

DELIVER:

SHIP:

P.O.#: _____ **JOB NAME:** _____

**** PLEASE USE "NOTES" SECTION BELOW FOR COMPLETE ORDER DESCRIPTION ****

# of originals	# of copies	Services Needed	Size of Originals	Staple	Edge	Fold	Stamp	Rancho Code

NOTES:

**** PLEASE USE "NOTES" SECTION FOR COMPLETE ORDER DESCRIPTION ****

<p>ORIGINALS FROM:</p> <p>HARD COPY USB EMAIL CD RANCHO ARCHIVE</p>	<p>PRINTS TO:</p> <p>WILL CALL: OUT THE DOOR: DELIVERY: SHIP:</p>	<p>ORIGINALS TO:</p> <p>WILL CALL: OUT THE DOOR: DELIVERY: SHIP:</p>
<p>CUSTOMER SIGNATURE: <u>Please sign at time of order pick-up</u></p> <p>X</p>	<p>EMAIL: <input type="checkbox"/> YES, EMAIL TO=</p>	
<p>FOR RANCHO REPROGRAPHICS INTERNAL USE ONLY:</p>		
SCAN TO:	SCANNED BY:	DIGITAL/EMAIL:
PRINTING:	STACKING/FINISHING:	WILL CALL/DELIVERY: