

# LARGE FORMAT ORDER FORM

## CONTACT DETAILS

<b>FIRM:</b>	<b>INVOICE NO.:</b>
<b>CONTACT NAME:</b>	<b>OFFICE USE ONLY:</b>
<b>CONTACT NUMBER:</b>	<b>TODAY'S DATE:</b>
<b>MATTER NO.:</b>	<b>MATTER NAME/REF NO.:</b>
<b>ADDRESS:</b>	<b>EMAIL:</b>

<b>ORDER DUE DATE</b>	<b>ORDER DUE TIME</b>	<b>NO. OF COPIES</b>
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## MATERIAL SUPPLIED (Please specify quantity for each)

HARDCOPY		ELECTRONIC FORMAT	
ISO A SERIES	A0 (841 x 1189)	A1 (594 x 841)	A2 (420 x 594)
ISO B SERIES	B0 (1000 x 1414)	B1 (707 x 1000)	B2 (500 x 707)
ISO C SERIES	C0 (917 x 1297)	C1 (648 x 917)	C2 (458 x 648)

## PRINTING / COPYING INSTRUCTIONS

<b>GENERAL DOCUMENTS</b>	ALL DOCUMENTS	OTHER	
<b>IMAGING</b>	SINGLE-SIDED	OTHER	
<b>COLOUR</b>	BLACK & WHITE	AUTO COLOUR (EXACT COPY OF ORIGINALS)	
<b>PAPER SIZE</b>	AS ORIGINALS	OTHER	
<b>ENLARGEMENT REDUCTION</b>	A0	A1	A2
	A3	OTHER	
<b>PAPER TYPE</b>	80GSM	OTHER	
<b>PAPER COLOUR</b>	WHITE	OTHER	

## SCANNING INSTRUCTIONS

<b>GENERAL DOCUMENTS</b>	ALL DOCUMENTS	OTHER	
<b>RESOLUTION</b>	300 DPI	OTHER	
<b>DELIMITING</b>	SCAN SINGLE FILE	SCAN MULTIPLE FILES <small>(AS PER CLIPS, STAPLES, DIVIDER)</small>	OTHER
<b>SCAN SIZE</b>	AS ORIGINALS SIZE	OTHER	
<b>COLOUR</b>	BLACK & WHITE	AUTO COLOUR (EXACT DIGITAL COPY OF ORIGINALS)	
<b>ENLARGEMENT/REDUCTION</b>	A0	A1	A2
	A3	OTHER	

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## FINISHING INSTRUCTIONS

<b>REINSTATE ORIGINALS</b>	AS ORIGINALS	NO	OTHER
<b>FOLD/ROLL</b>	FOLD TO A4	ROLLED	OTHER
<b>COLLATION</b>	AS ORIGINALS	OTHER	

## DELIVERY METHOD (scanning orders only)

CD/DVD	USB	HARD DRIVE	OTHER
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## SPECIAL INSTRUCTIONS

## DELIVERY

PRINT NAME (DELIVERED BY)		DELIVERY NOTES	
PRINT NAME (DELIVERED TO)	SIGNATURE		DATE & TIME