



ARCHITECTURAL, ENGINEERING & CONSTRUCTION PRINTING

# of Pages or Rolls	# of Full Size Sets	# of Half Size Sets	Bound Loose Stapled	B&W or Full Color	Page Check or Print As-Is	Scan to PDF & Email or Burn to CD	 1420 Commerce Rd Richmond, VA 23224 804-649-7551 print@keithfabry.com	

Additional Information:

SPECIFICATION PRINTING - COLOR COPIES



SMALL FORMAT

# of Pages or Volumes	# of Sets	GBC, Spiral or TwinLoop Wire	Page Check or Print As-Is	B&W or Color	Acetate, Cardstock, Laminate Leatherine Cover & Back Padding Color Paper	Scan to PDF Email or Burn to CD

Additional Information:

SCAN TO FILE - ARCHIVE

Would you like us to scan your job to file for future printing?
 There is no charge for an in-house scan on our system


Yes No

Please tell us the appropriate name for this job for future orders

Check all that apply

- 1st time scan
- Revision - insert into main set & delete old sheets
- Addendum - do not insert into main set - stand alone
- Call me for more info




 Overnight
 Ground
 Courier
 See Attached

Entire job back to my office
 Distribution
 Other

Company Name: _____ **Date:** _____

Contact: _____ **Day/Time Needed:** _____

P.O. / Job #: _____ **Phone #:** _____

Email: _____