



# Large Format Color Request Form

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Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Customer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Job Name: \_\_\_\_\_

P.O# \_\_\_\_\_  Cash  Account \_\_\_\_\_

### Color Scanning

Large Format Color Scan Copy (20lb.) No. of orig's \_\_\_\_ No. of Copies \_\_\_\_ (same size only)

Large Format Color Scan No. of orig's \_\_\_\_

Burn to Cd file name: \_\_\_\_\_ dpi: \_\_\_\_\_ file type: \_\_\_\_

Printing (fill out below)

### Large Format Color Printing

Files received by: CD/floppy - Email - RCR Scanned - \\\_\_\_\_\\_\_\_\_\_

Print \_\_\_\_ of \_\_\_\_ Finished Size \_\_\_\_x\_\_\_\_ on: 20lb - 24lb coated bond - 36lb coated bond - photoPaper - Canvas - Backlit - Adhesive backed vinyl - Other \_\_\_\_\_

Mount and/or Laminate

Special Instructions: \_\_\_\_\_

### Mounting and/or Laminating

Files received as: Hard Copy Originals - RCR printed

Laminate only \_\_\_\_: 3ml gloss - 5ml gloss - 3 ml matte - other \_\_\_\_\_

Mount Only \_\_\_\_ Finished size \_\_\_\_x\_\_\_\_: 3/16" foam board - 3/16" Gator Board - 1/4" Mightycore. (W only) - 1/8" Sintra. (B or W)

Laminate and Mount \_\_\_\_ Finished size \_\_\_\_x\_\_\_\_ gloss / matte / luster / crystal add \$3.00sq.ft / dry erase / - 3/16" foam board - 3/16" Gator Board - 1/4" Mightycore - StopLight other \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Date and time needed: MON TUE WED THUR FRI \_\_\_\_:\_\_\_\_

(Extra fees may occur if required in under 48hours. Any touch up, clean up, or special preparation, computer time, will be charged a prep fee.)

**PLEASE PROVIDE A COLOR SAMPLE OR ASK FOR PROOF PRIOR TO PRINTING. We are not responsible for any color discrepancies if sample is not provided, or proof not requested.**

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River City Reproductions cannot accept liability for any damage or loss of original artwork, cds, floppies, ect. [River City Reproductions does not guarantee color matching; please ask for a proof, or supply RCR with a sample BEFORE printing.](#)

Proof required? \_\_\_\_\_ Sample print provided to River City Reproductions? \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_