



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 _____