# Large Format Order Form

**Todays Date:** _____

**Date needed:** _____

**Name:** _____

**Phone#:** _____

**Department:** _____

*(if billed to an account)*

**Req #:** _____

**Auth. Sig** _____

**Program:** _____

**File name:** _____

_____

_____

**Wide format proof**

**Qty** _____ **Size** _____

**Wide format poster**

**Qty** _____ **Size** _____

**Wide format poster**

**Qty** _____ **Size** _____

**Paper:** ☐ **Gloss** ☐ **Matte** ☐ **Vinyl**

**Laminating:** ☐ **Yes** ☐ **No**

**Qty** _____ **Size** _____

**Mounting:** ☐ **Yes** ☐ **No**

**Qty** _____ **Size** _____

**Grommets:** ☐ **Yes** ☐ **No**

**Comp Time** _____