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AUTHORIZED BY

SPC+CMS CUSTOMER CODE | AGENCY PO NUMBER

ESTIMATE *(GOOD FOR 30 DAYS AT THE QUANTITY SHOWN)*

GIVEN BY / ESTIMATE NUMBER | DATE

ESTIMATE AMOUNT | QUANTITY

DELIVERY INFORMATION

☐ DELIVER
☐ PICK UP
☐ SHIP

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CITY | STATE | ZIP

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DELIVERY INSTRUCTIONS:

DATE COMPLETED (SPC+CMS)

JOB SPECIFICATIONS

SPC+CMS JOB NUMBER:

DOCUMENT TITLE:

DATE SUBMITTED | DATE REQUIRED

TYPE OF JOB
☐ NEW JOB ☐ REVISED JOB ☐ EXACT REPRINT

☐ REQUESTING GRAPHIC DESIGN

☐ BUSINESS CARDS QUANITY ☐ 250 ☐ 500 ☐ 1,000 ☐ FILLABLE PDF

PREVIOUS JOB NUMBER | # OF PAGES | TOTAL # OF FINISHED PIECES | FINISHED SIZE

FILE NAME

FILE SENT VIA
☐ FTP ☐ CD ☐ EMAIL ☐ FLASH DRIVE ☐ _____

JOB DESCRIPTION:

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☐ PDF PROOF
☐ PAPER PROOF

1/2020