



800-448-6171 altcolorlab.com

PRODUCTION ORDER

SHIPPING

- Ground **FED EX** 2 Day Air Saver **Other**
 3 Day Select Next Day US Mail
 2 Day Air Next Day Saver Express Mail
 Priority Mail

SHIP TO ADDRESS: (If different from your studio address)

Studio _____ Acct. # _____

School Name _____

First Shoot Retakes

of CD/DVD's _____ Use Template # _____

School Name _____

Attn: _____

Address _____

City, State Zip _____

SERVICE ITEMS

	NUMBER OF SETS	SHOOT ORDER	ALPHA BY HOMEROOM	ALPHA BY GRADE	ALPHA BY SCHOOL	SHIP TO DEALER	SHIP TO ALTERNATE
Service Stickers: 1 1/8 x 1 1/2 image - 36 images per sheet							
Small Stickers: 1 1/8 x 1 1/16 image - 32 Subjects per sheet							
Medium Stickers: 1 3/4 x 2 7/16 image - 10 Subjects per sheet							
Medium Stickers: 1 3/4 x 2 7/16 image - 2 Subjects, 5 each							
2x3 Stickers: 2 1/2 x 3 1/2 image - 8 Subjects per sheet							

PACK 1		PACK 2		PACK 3		PACK 4		PACK 5		PACK 6	
_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13
_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10
_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7
_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5
_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets
_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges
_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____

PACK 7		PACK 8		PACK 9		PACK 10		UNIT ADD-ONS		SPECIALTY ADD-ONS			
_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	_____ 10x13	Letter	Qty	Unit	Letter	Qty	Code
_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____ 8x10	_____	_____	10x13	_____	_____	_____
_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____ 5x7	_____	_____	8x10	_____	_____	_____
_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____ 3x5	_____	_____	5x7	_____	_____	_____
_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____ wallets	_____	_____	3x5	_____	_____	_____
_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____ exchanges	_____	_____	wallets	_____	_____	_____
_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____ Add-on _____	_____	_____	exchanges	_____	_____	_____

PACKAGE OPTIONS

PACKAGE SORTING:

- Alpha by Homeroom
 Alpha by Grade
 Shoot Order

PACKAGE ID AND INSERTS:

- School Report Needed
 Insert Camera Cards into Packs
 Photographer Furnished Inserts
 Reorder Form Other

RETOUCHING:

- Retouching Offered on this School

GROUPS/COMPOSITES:

- Delayed Delivery Inserts

- Lab Reorder Inserts
 Buys (includes safety card - N/C)
 No Buys (no safety card - N/C)
 No Buys (includes safety card - 15¢ each)

GROUPS

- SIZE:** 8x10 6x8 5x7 Lab Reference # _____
 With Names (enclose form UC3 and UC5) Insert in Packs
 Without Names (enclose UC3 and Runsheet) Individually Package
 Principal's Album: Quantity Needed _____

COMPOSITES

- Compose composites using this order only
 Hold these images for composites to be ordered later
 Final Shoot - Compose Proofs Now with Retakes Added
NOTE: COMPOSITE WORKSHEET FORMS (UC2) MUST BE SENT WHEN YOU ARE READY FOR THE COMPOSITE PROOFS TO BE PRODUCED

ID CARDS/ROLODEX CARDS/ROLOCOMPS

ROLODEX CARDS:

- # of Sets Needed _____ Include on Card:
 Alpha by Homeroom Homeroom
 Alpha by Grade Grade
 Shoot Order Student ID #
 Other _____

STUDENT ID CARDS:

- # of Sets _____ Type of Card
 Alpha by Homeroom PVC (Heavy PVC Material) Slotted
 Alpha by Grade Laminated (Teslin with Laminant) Include Clips
 Shoot Order POLY (Non-Tear Plastic) Include Lanyards

ROLOCOMPS:

- # of Sets Needed _____
 Alpha by Homeroom
 Alpha by Grade
 Shoot Order

SPECIAL INSTRUCTIONS: _____

SCHOOL CD'S

- Use this order only Hold for retakes Merge with Original and write CD Now
 YEARBOOK _____ To Dealer To Alternate Web
 Admin CD _____ To Dealer To Alternate Web
 _____ To Dealer To Alternate Web
 CD with Software Photolynx To Dealer To Alternate (No Web)