



Repro Order Form

How do you send your files to your repro shop? Email? FTP? These are the only systems most repro shops around the country have. While email is simple to use, many customers do not have email accounts capable of transferring large files. Sometimes they forget to include vital job

information, like what kind of printing they want done, when its due or a contact name and phone number.

While FTP solves the file size problem, it still requires an extra email or phone call notification to know what to do with the uploaded files. Using FTP brings difficulties of its own. Usernames, folders and permissions need to be set up with every new customer and most customers find using FTP too cumbersome. Our customers began asking for a simpler more reliable way to transfer their files to our offices for printing. So we created something new.

Our Repro Order Form & Pick-Up Utility (R.O.F. for short) is a very small, easy to use and highly efficient software applet which installs on your computer. It downloads from a link on our website and installs a permanent icon out of the way in the sys-tray of your computer. With a double click on the icon, up pops your Repro Order Form and Pick-Up Request.



Engineering Reproduction Inc. Repro Order Form

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PlanWell PDS™

[*] denotes a required field

Date Due: / / [Calendar icon] (*)

Time Due: 9:00 AM (*)

Number of originals: (*)

Sets requested: (*)

PO / Job Reference:

Special instructions:

Deliver notification to: Detroit (*)

No files attached.

Status: Ready.

You then click the pop-up calendar and fill in the due time, number of originals, sets requested and any special instructions. For a Pick-Up request you simply click submit and a pick-up notification is immediately sent to our dispatch and production departments. For file attachments, you click the "Attach File(s)..." button and select the files you want to send, just like any email software program you currently are used

Select Date

May 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today's Date

to. You then click submit and the software zip compresses the attached files

Repro Order Form

Attach files to notification
Click Add File(s) to add files to this notification.

Filename	Size (KB)
D:\humbnals\projects\PDS_2\ThumbnailFile_18.pdf	33
D:\humbnals\projects\PDS_2\ThumbnailFile_19.pdf	37
D:\humbnals\projects\PDS_2\ThumbnailFile_20.pdf	82
D:\humbnals\projects\PDS_2\ThumbnailFile_21.pdf	84
D:\humbnals\projects\PDS_2\ThumbnailFile_22.pdf	77
D:\humbnals\projects\PDS_2\ThumbnailFile_23.pdf	137
D:\humbnals\projects\PDS_2\ThumbnailFile_24.pdf	48
D:\humbnals\projects\PDS_2\ThumbnailFile_25.pdf	60

8 files attached, totalling 557 KB.

and sends them to the designated location and notifies the production department of a new repro order or pick-up request.