

Job description \_\_\_\_\_ Todays date \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Campus address \_\_\_\_\_ Email \_\_\_\_\_

Bill to (department and address) \_\_\_\_\_

**Type of job**  New  Reprint-no changes  Reprint-with changes (previous job number or approximate date \_\_\_\_\_)

Quantity(s) \_\_\_\_\_

Number of pages or panels \_\_\_\_\_ Flat size (unfolded) \_\_\_\_\_ Finished size (folded) \_\_\_\_\_

**Bleeds**  Yes  No **Cover**  Self  Separate

**PAPER AND INK**

Text weight paper \_\_\_\_\_ Text ink(s) \_\_\_\_\_

Cover weight paper \_\_\_\_\_ Cover ink(s) \_\_\_\_\_

Misc paper \_\_\_\_\_ Ink(s) \_\_\_\_\_

Paper \_\_\_\_\_ Ink(s) \_\_\_\_\_

Special instructions \_\_\_\_\_

**DESIGN AND LAYOUT**

File provided  Hard copy provided  Typesetting needed  Variable data  Offset press

**Text prints**  1 sided  2 sided  Digital ( Color  B/W)

**Cover prints**  1 sided  2 sided  Letterpress only

Special instructions \_\_\_\_\_

**BINDERY**

**Finishing**

Fold \_\_\_\_\_  Emboss  Collate

Score  Perforate  Tabbing \_\_\_\_\_

Die cut  Custom die required  Drill—# of holes \_\_\_\_\_

Number—starting # \_\_\_\_\_  Carbonless pad

Shrinkwrapping—wrap in \_\_\_\_\_  Pad—# per pad \_\_\_\_\_

**Laminating**  Roll  8½ × 11  11 × 17

Special instructions \_\_\_\_\_

**Binding**

Side stitch and tape  Staple/ULC  Saddle stitch

Acetate cover(s)  Black back only

Perfect  Comb  Spiral  Combo

Color \_\_\_\_\_

**Inserting**  No. of items \_\_\_\_\_  Quantity \_\_\_\_\_

**MAILING**

We generate labels  Disc provided  Inkjet labeling **Postage**  1st Class  Standard  Nonprofit

A&K  Other \_\_\_\_\_

Special instructions \_\_\_\_\_