

Departmental Purchase Order _____ Date _____ Delivery date _____
 Contact person _____ Billing department _____
 Estimate number _____ Telephone _____ Fax _____
 Previous job number _____ Pick-up (24 Umberger Hall) Delivery/Shipping address _____
 Quantity _____ Project description or title _____
 Special instructions _____

Number of pages or panels _____ Reprint Changes New job Finished size _____
 Flat size (unfolded) _____ Page size _____ **Kind of cover** Separate Self-cover
Bleeds Yes No **To run** 1 side 2 sides Head-Head Head-Foot

PAPER AND INK

Paper

Ink Colors

Text weight/color _____ Front _____ Back _____
 Cover weight/color _____ Front _____ Back _____
 Misc weight/color _____ Front _____ Back _____

DESIGN AND LAYOUT

Mac time _____ Admin Internal External Offset press Digital (Color B/W)
 Hard copy provided Typesetting needed Variable data File provided
 Name of file _____ File sent to _____

Proofs requested Electronic (send to email address) _____ Page Press
 Final PDF of file requested (send to email address) _____

BINDERY

Finishing

Emboss

Unibinding

Inserting

Fold _____

Collate

Perfect binding

No. of items _____

Score Perforate

Saddle stitch

Comb binding Spiral binding

Quantity _____

Die cut Custom die required

Side stitch and tape

Color _____

Number—starting # _____

Staple/ULC

Carbonless pad

Drill—

Shrinkwrapping—wrap in _____

Tabbings _____

Pad—# per pad _____

of holes _____

MAILING

Addressing

Quantity _____

Labels provided

Generate labels (inkjet labeling)

Disc provided

File emailed to *printmail@ksu.edu*

Mailing

Quantity _____

Labels A and K Other _____

Permit 1st Class Standard Nonprofit

Approval _____

Department or Unit Head