

Purchase order or departmental requisition # _____ Today's date _____ Due date _____

Contact person _____ Estimate number _____ Telephone _____ Fax _____

Bill to (department and address) _____

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

Quantity _____ Project description or title _____

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

Bleeds Yes No **Cover** Separate Self-cover **To run** 1 side 2 sides Head-Head Head-Footer

Pick-up (24 Umberger Hall) Delivery or shipping address _____

Special instructions _____

PAPER AND INK

Paper

Ink Colors

Text weight and color _____ Front _____ Back _____

Cover weight and color _____ Front _____ Back _____

Misc weight and 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

Binding

Staple/ULC

Fold _____

Collate

Side stitch and tape

Saddle stitch

Score Perforate

Tabbing _____

Acetate cover(s)

Black back only

Die cut Custom die required

Drill—# of holes _____

Perfect

Comb

Spiral

Combo

Number—starting # _____

Carbonless pad

Color _____

Shrinkwrapping—wrap in _____

Pad—# per pad _____

Laminating Roll 8½ × 11 11 × 17

Inserting No. of items _____ Quantity _____

MAILING

Addressing Quantity _____

Mailing Quantity _____

Labels provided Generate labels (inkjet labeling)

Labels A&K Other _____

Disc provided File emailed to *printmail@ksu.edu*

Permit 1st Class Standard Nonprofit

Signature (please print also) _____