

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) \_\_\_\_\_