

Date In: _____ Date Required: _____
 Please allow 10 working days for completion.

Cost Center: _____ Signature for account: _____

Requested by: _____ Ext: _____ Email: _____

Details of Print Order

Title/Description: _____ Quantity: _____

Original (flat) size: _____ Final (trim) size: _____ Booklet (# pages): _____ Pad (# sheets): _____

Reprint (previous job #): _____
 No changes
 With changes





How are you sending the artwork files?

Email attachment Box.com link CD/DVD/USB drive

Would you like to see a proof before job is completed?

PDF proof (email): _____
 Hard proof (location): _____

Folding

 Center fold
 Letter fold
 Accordion; "Z-fold"
 Double panel fold
 Other (specify in notes)

↳ Saddle stitch?

Paper Weight and Finish

_____ # Cover Uncoated Gloss Satin Other _____
 _____ # Text Uncoated Gloss Satin Other _____

Ink Options

Black only 4-color process
 UTD Orange (PMS 159) UTD Green (PMS 348) Other _____

Envelopes

Window No Window
 #9 #10 A6 A7
 9x12 Other _____
 Color _____ Finish _____
 Ink: Black 4-color Other _____

Delivery Information (required)

Recipient Name _____ Phone _____ Building/Location _____
 Alternate Contact Name _____ Phone _____

Notes about this job

**PRINT SERVICES USE
 TOTAL CHARGES**

JOB NUMBER