

Publication/Print Request

Job# _____

Please fill out completely. Incomplete forms may cause delays.

Date submitted _____ Date proof needed _____ (Check all that apply)

Date final needed * _____ This date is firm flexible

* Allow 5 working days for black and white jobs and 10 for color jobs.
 Due dates allowing less time will incur a RUSH fee.

Originator _____

Phone # _____

**Approval _____

**Program # _____

Job Name: _____

**Jobs will not be processed without an approval signature and/or program # _____

Printing Post To Web

Typesetting/Publication Design

Return originals to Originator (to be shipped with job)
 Communications (with samples)

New; if not, revised since last printing? Yes No

Call when ready _____

Ship to (name) _____

Shipping site (address/floor) _____

Required Information

Production

Finishing

Paper

Ink

Copies

Paper Size

(check all that apply) **Color**

Bond _____

Vellum _____

Coverstock _____

Other _____

KCSOS letterhead pre-printed stock

Envelopes (indicate size) _____

Job Op: red green

Bulletin: white buff

NCR: 2 part 3 part 4 part 5 part 6 part

Black

Full Color

Spot Colors

PMS # _____

PMS # _____

PMS # _____

Total ink colors _____

of copies wanted _____

of originals sent _____

8.5 x 11 Other _____

8.5 x 14 _____

11 x 17 see sample _____

Sides

1 side

2 sides

Both

see sample

Collate

No

Yes Sample Attached

Perforate

Yes

Sample Attached

Staple

Bind

Fold

Cut

Pad

Shrink Wrap Number

Drill

Labels

Single Letter Fan Double Parallel Sample Attached

Yes

Finished Size _____

Sample Attached

Yes

Quantity Per Package 50 100 Other _____

(Tickets and receipt books)

Beg. Number _____

End Number _____

n/a Truck Bulk Mail U.S. w/mail card

Closing Tabs

Special instructions: _____

Single Double

For Pre-Production Use Only

Production

File Storage _____

proof sent _____ proof returned _____

Notes _____

proof sent _____ proof returned _____

proof sent _____ proof returned _____

Electronic file sent on _____

Date received _____ by _____ Approved to print _____ by _____

Date received _____

Date printed _____

Date shipped _____

Layout cost \$ _____

Printing cost \$ _____

Other charges \$ _____

TOTAL COST \$ _____

Instructions for filling out the Publication/Print Request

(If request is not filled out completely, it will be returned to originator)

REQUIRED INFORMATION

Date submitted - This is the date the request is sent to Pre-production.

Date proof needed - If Pre-production is creating or updating your document, include a date you'd like the proof returned to you for approval. If you are submitting camera-ready art, please leave blank.

Date final needed - From the day your request is received in Pre-Production, please allow a minimum of five (5) working days for jobs with black ink only and a minimum of ten (10) working days for color & multiple colored jobs. A rush fee will be charged to jobs not allowing enough time unless otherwise arranged.

- Please indicate if the due date is *firm* or *flexible*.
- NOTE: All jobs finished before their due date will be sent to originator upon completion.

Originator - The person making the request.

Phone # - If there are any questions regarding the request, this is the number that will be called.

Approval - A department supervisor MUST give approval with a signature.

Program # - Please provide the program number of the department responsible for payment. *A job will not be printed without a program number to bill to.*

Job Name - A brief name to refer to if questions arise.

Printing - Please check if this job is to be printed.

Post to Web - Please check if this job is to be posted to the Web.

Typesetting/Publication Design - Please check if pre-production is creating or updating your document.

Return originals to - Please check *originator* if you provided camera-ready art. If not, check *communications*.

Call when ready - Provide a phone number if the job is going to be picked up from Production.

Ship to/Shipping site - Provide a name and job site finished product is to be delivered to.

PRODUCTION

Paper - What kind of paper is the job to be printed on? What color?

Bond is lightweight (ex. copy paper) and is good for single-sided copies.

Vellum is a heavier (ex. astro bright paper) and is good for double-sided copies.

Cover stock is heavy and is good for program covers and tickets.

Other - Specialty stocks are also available.

NOTE: Not all colors are available in all weights.