

CLIENT INFORMATION

Today's Date ____/____/____

Requested Needed By Date: Standard (2-3days) Deadline Date ____/____/____

Full Name: _____ Department: _____

School: _____ E-mail Address: _____

Address (with room #): _____

School Phone #: _____ Cell Phone # _____

SPECIFICATIONS

Choose One: New Job Reprint Exact - Re-Order #: _____

Reprint With Changes - Re-Order #: _____

Choose One: Artwork Provided Design/Typeset Needed Other: _____

Project Description: _____

Finished Quantity: _____ Finished Size: _____ Flat Size (if job folds): _____

#of Originals/Pages: _____ Print: One-Sided Two Sided As Provided

Paper Weight: Paper Type/Finish: _____ Paper Color: _____

Ink Colors: Black Full Color One Color Two Color Other:

BINDING & FINISHING

Choose all that apply and list information as to how you would like us to complete:

Bind: _____ Drill: _____ Fold: _____

Laminate: _____ Number: _____ Pad: _____

Perforate: _____ Score: _____ Shrinkwrap: _____

Staple: _____ Other: _____

PROOFING

Choose one of the following:

PDF Proof (standard) emailed to: _____ No Proof Needed:

Fax Proof? Fax Proof to (Person's Name & Fax Number): _____

Physical Proof (additional charges may apply) deliver to: _____

SPECIAL INSTRUCTIONS

BILLING INFORMATION

Choose one of the following:

P-Card on File - last 4 digits: _____ E-mail P-Card Authorization Form to: _____

Invoice e-mailed to: _____

Other: _____

DELIVERY INSTRUCTIONS

Choose one of the following:

Warehouse School Location (No Additional Fees): _____

Other: _____