



Date: \_\_\_\_\_ Required Delivery Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Business Unit: \_\_\_\_\_  
 Org (Speed Chart): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Ship To Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GRAPHIC DESIGN OR FILE TRANSFERS**

Graphic Design Required  File Merge Required File(s) Provided:  Yes  No Program(s): \_\_\_\_\_  
 Proof Required:\*  Yes  No *\*Note: Proofing is the responsibility of the requester. Print Services is not responsible for errors in the file OR errors caused by the file transfer process if no proof is requested.*  
 PDF for the Web at Completion of Print Project  Burn/Load Files to Disk (CD/DVD/USB) Quantity: \_\_\_\_\_

**COLOR PRINTING**

Front Only  Front to Back  
 Finished Quantity: \_\_\_\_\_  
 Finished Size: \_\_\_\_\_  
 Paper Stock: \_\_\_\_\_ Color: \_\_\_\_\_  
 Ink Color(s): \_\_\_\_\_  
 Large Format Poster Size: \_\_\_\_\_  
 Mount on Foam Core:  Yes  No

**BLACK AND WHITE PRINTING**

Front Only  Front to Back  
 Finished Quantity: \_\_\_\_\_ Finished Size: \_\_\_\_\_  
 Index Tabs  
 Paper Stock: \_\_\_\_\_ Color: \_\_\_\_\_  
 Carbonless Form (NCR) Color Sequence: \_\_\_\_\_

**COST DISCLOSURE**

Add Cost Disclosure:  Yes  No MCA (18-7-306)

**BINDERY OPTIONS**

Collate  Shrink Wrap: Number Per Package \_\_\_\_\_  
 Corner Staple  Side Stitch  Saddle Stitch Booklet  Padding: Number of Sheets Per Pad \_\_\_\_\_  
 Fold  Score  Perforate  
 Punch:  1 Hole  2 Hole  3 Hole  Special  Number:  Black  Red  
 Glue Binding  Tape Bind  Comb Bind  Coil Bind Begin Numbering at: # \_\_\_\_\_  
 Laminate  UV Coat

**MAIL PREP**

Tab for Mailing  Address File  
 Inkjet  Envelope Insert(s) Number of Inserts Per Envelope \_\_\_\_\_ Mail Code: \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
 (if required by ordering agency)