

## Publication/Print Request

Job # \_\_\_\_\_

**PLEASE FILL OUT COMPLETELY. Incomplete forms may be returned or cause delays.**

Required Information

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 # \_\_\_\_\_  
or Bill To info \_\_\_\_\_  
or P.O.# \_\_\_\_\_

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 \_\_\_\_\_

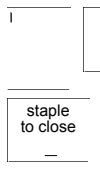

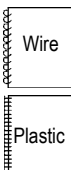
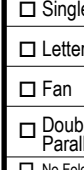








Ship to (name) \_\_\_\_\_

Shipping site (address/floor) \_\_\_\_\_

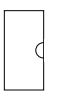
Production


Paper	Ink	Copies	Paper Size	
<p>(check all that apply) <b>Paper Color</b></p> <p><input type="checkbox"/> Bond _____</p> <p><input type="checkbox"/> Vellum _____</p> <p><input type="checkbox"/> Coverstock _____</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> KCSOS letterhead <input type="checkbox"/> pre-printed stock</p> <p><input type="checkbox"/> Envelopes (indicate size) _____</p> <p>Blue Bulletin: <input type="checkbox"/></p> <p>(if applicable) 2nd Page of Bulletin blue <input type="checkbox"/> white <input type="checkbox"/></p> <p>NCR: <input type="checkbox"/> 2 part <input type="checkbox"/> 3 part <input type="checkbox"/> 4 part <input type="checkbox"/> 5 part <input type="checkbox"/> 6 part</p>	<p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> Full Color</p> <p><input type="checkbox"/> Spot Colors</p> <p>PMS # _____</p> <p>PMS # _____</p> <p>PMS # _____</p> <p>Total ink colors (Side 1 / Side 2) /</p>	<p># of copies wanted _____</p> <p># sheets of paper sent (1-sided=1 page/2-sided=1 page) _____</p>	<p><input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 11 x 17</p> <p><input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> Envelope</p> <p><input type="checkbox"/> Other _____</p>	
		Sides	Collate	Perforate
		<p><input type="checkbox"/> 1 side</p> <p><input type="checkbox"/> 2 sides</p> <p><input type="checkbox"/> 1 &amp; 2 sided</p> <p><input type="checkbox"/> see sample</p>	<p><input type="checkbox"/> No (1,1,1)</p> <p><input type="checkbox"/> Yes (1,2,3)</p> <p><input type="checkbox"/> Sample Attached</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Sample Attached</p>

Finishing

Staple	Bind	Fold	Cut	Pad	Shrink Wrap	Number	Drill	Labels
<p> <input type="checkbox"/> staple where clipped</p> <p></p>	<p> Wire</p> <p> Plastic</p> <p><input type="checkbox"/> No Bind</p>	<p><input type="checkbox"/> Single </p> <p><input type="checkbox"/> Letter </p> <p><input type="checkbox"/> Fan </p> <p><input type="checkbox"/> Double Parallel </p> <p><input type="checkbox"/> No Fold</p> <p><input type="checkbox"/> Sample Attached</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>Finished Size _____</p> <p><input type="checkbox"/> Sample Attached</p>	<p> # of Pads _____</p> <p> Pages Per _____</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>Quantity Per Package _____</p>	<p>(Tickets and receipt books)</p> <p>_____</p> <p>Beg. Number _____</p> <p>End Number _____</p>	<p></p> <p></p> <p><input type="checkbox"/> no drill</p> <p>Other _____</p>	<p><input type="checkbox"/> Bulk Mail (200 minimum)</p> <p><input type="checkbox"/> Truck w/mail card</p> <p><input type="checkbox"/> U.S. w/mail card</p> <p><input type="checkbox"/> No Labels</p>

**Closing Tabs**

Single Tab 

Tab per postal regulations 

Special instructions:

**For Pre-Production Use Only**

**Production**

<p>Notes:</p> <p>PROOF #1 sent _____ returned _____</p> <p>PROOF #2 sent _____ returned _____</p> <p>PROOF #3 sent _____ returned _____</p>	<p><input type="checkbox"/> File emailed by Pre-Production on _____</p> <p><input type="checkbox"/> Originator's file forwarded on _____</p> <p><input type="checkbox"/> Web link emailed on _____</p> <p><input type="checkbox"/> File placed on "K" Drive (in "Production Services") File name: _____</p> <p><input type="checkbox"/> No file emailed - Hard Copy Originals Only</p>	<p>Date received _____</p> <p>Date printed _____</p> <p>Date shipped _____</p> <p>Layout cost \$ _____</p> <p>Printing cost \$ _____</p> <p>Other charges \$ _____</p> <p><b>TOTAL COST \$ _____</b></p>
<p>Date received _____ by _____ Approved to print _____ by _____</p>		

**Questions? Contact Pre-Production Services (2nd Floor, C.C.) at 661-636-4729 or mipalmer@kern.org.**