

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 _____ Return originals to Originator Pre-Production
Send samples to Pre-Production? Yes No

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

**Approval _____ Call when ready _____

**Program # _____ Ship to (name) _____
or Bill To info _____
or P.O.# _____

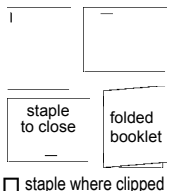
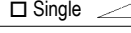
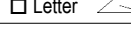
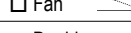
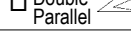
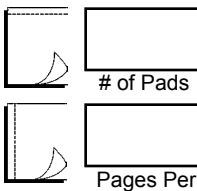
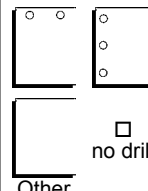
Job Name: _____ Shipping site (address/floor) _____



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

Production

Paper	Ink	Copies	Paper Size
<p>(check all that apply) Paper Color</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 <input type="checkbox"/> #10 <input type="checkbox"/> other _____</p> <p>Bulletin: <input type="checkbox"/> (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/ Color Copies</p> <p><input type="checkbox"/> Spot Colors</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
		<p><input type="checkbox"/> 1 side</p> <p><input type="checkbox"/> 2 sides</p> <p><input type="checkbox"/> 1 & 2 sided Sample Included</p>	<p><input type="checkbox"/> No (1,1,1)</p> <p><input type="checkbox"/> Yes (1,2,3) <i>If more than one document -</i> <input type="checkbox"/> Collate as Packets (all together) <input type="checkbox"/> Collate as Separate Documents</p>

Finishing

Staple	Bind	Fold	Cut	Pad	Shrink Wrap	Number	Drill	Perforate
 <p><input type="checkbox"/> staple where clipped</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>Beg. Number _____</p> <p>End Number _____</p>	 <p><input type="checkbox"/> no drill</p> <p>Other _____</p>	<p><input type="checkbox"/> Yes Sample Included</p>

Closing Tabs	Labels
<p><input type="checkbox"/> Single Tab </p> <p><input type="checkbox"/> Tab per postal regulations </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>

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 - <u>Hard Copy Originals Only</u></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>TOTAL COST \$ _____</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.