

Printing Order

Please fill out completely. Incomplete forms may delay your job. Jobs will not be processed without a complete program number which exists in Maintenance Direct. Please allow 5 working days for all print jobs. Due dates allowing for less production time must have prior approval and will incur a 20% RUSH fee. Questions? Contact Pre-Production Services (C.C., 2nd fl.) at 636-4729 or mipalmer@kern.org.



Job #

Job name:

Originator:

Phone #:

Program #:

Approval:

☐ FIRM

☐ FLEXIBLE

DUE DATE

Proof needed by (if applicable)

☐ Call when ready for pick up

☐ Ship to (name, address or building, floor):

Name:

Location:

ART

☐ Print from attached hard copies

☐ New/revised art requested (instructions below)

☐ Use originator's files - ☐ emailed (date) ☐ on K drive (file name)

QUANTITY		PAPER		INK		SIDES		PAPER SIZE	
<div># of copies wanted <input type="checkbox"/> s/s <input type="checkbox"/> d/s</div> <div># of originals/ sheets sent</div> <div>Count both 1-sided (s/s) and 2-sided (d/s) originals as a single sheet</div>	<div>(check all that apply)</div> <div><input type="checkbox"/> Bond <input type="checkbox"/> NCR: <input type="checkbox"/> 2 part <input type="checkbox"/> Vellum <input type="checkbox"/> 3 part <input type="checkbox"/> Cover stock <input type="checkbox"/> 4 part <input type="checkbox"/> Other <input type="checkbox"/> 5 part <input type="checkbox"/> 6 part</div> <div><input type="checkbox"/> KCSOS letterhead <input type="checkbox"/> pre-printed stock</div> <div><input type="checkbox"/> Envelopes: <input type="checkbox"/> #10 <input type="checkbox"/> #10 Window <input type="checkbox"/> other <input type="text"/></div>	<div><input type="checkbox"/> Black</div> <div><input type="checkbox"/> Color / Color Copies</div> <div><input type="checkbox"/> Spot Colors PMS # <input type="text"/> PMS # <input type="text"/> Total ink colors (Side 1 / Side 2) /</div>	<div><input type="checkbox"/> 1 side</div> <div><input type="checkbox"/> 2 sides</div> <div><input type="checkbox"/> Mixed must include a mock-up</div>	<div><input type="checkbox"/> 8.5 x 11</div> <div><input type="checkbox"/> 8.5 x 14</div> <div><input type="checkbox"/> 11 x 17</div> <div><input type="checkbox"/> Other <input type="text"/></div> <div><input type="checkbox"/> Full bleed</div>					
COLLATE	FOLD	STAPLE	BIND	CUT	PAD	DRILL	PERF	NUMBER	SHRINKWRAP
<div><input type="checkbox"/> No (1,1,1)</div> <div><input type="checkbox"/> Yes (sets of 1,2,3)</div> <div>Is there more than one job included in this request?</div> <div>If so:</div> <div><input type="checkbox"/> Collate jobs into packets</div> <div><input type="checkbox"/> Keep jobs separate</div>	<div><input type="checkbox"/> Single </div> <div><input type="checkbox"/> Letter </div> <div><input type="checkbox"/> Fan </div> <div><input type="checkbox"/> Double Parallel </div>	<div><input type="checkbox"/> </div> <div><input type="checkbox"/> folded booklet </div> <div><input type="checkbox"/> Staple where clipped</div>	<div><input type="checkbox"/> wire </div> <div><input type="checkbox"/> plastic comb </div>	<div><input type="checkbox"/> 1/2 sheet</div> <div><input type="checkbox"/> 1/4 sheet</div> <div><input type="checkbox"/> business cards</div> <div>OR</div> <div><input type="checkbox"/> Custom Finished Size</div>	<div><input type="checkbox"/> </div> <div># of pads <input type="text"/></div> <div>pages / pad <input type="text"/></div>	<div><input type="checkbox"/> </div> <div><input type="checkbox"/> Other must include a mock-up</div>	<div><input type="checkbox"/> must include a mock-up</div>	<div><input type="checkbox"/> (Tickets and receipt books)</div> <div>Beginning number <input type="text"/></div> <div>Ending number <input type="text"/></div>	<div><input type="checkbox"/> Quantity per pkg <input type="text"/></div>
MAIL SERVICES		TABS		SPECIAL INSTRUCTIONS					
<div><input type="checkbox"/> U.S. 1st Class Please provide printed labels sorted in zip order, and include a mail card for postage charges. May require an additional 5 working days for Mail Services.</div> <div><input type="checkbox"/> Truck Mail Truck Mail Labels and Truck Mail Schedule can be found on the kern.org website.</div>		<div><input type="checkbox"/> Single tab to close</div> <div><input type="checkbox"/> Per USP regulations</div>							

<div>PRE-PRODUCTION USE ONLY</div> <div>Rec'd <input type="text"/> Apv'd to print <input type="text"/></div> <div><input type="checkbox"/> File emailed to Production on <input type="text"/></div> <div><input type="checkbox"/> Originator's file forwarded on <input type="text"/></div> <div><input type="checkbox"/> File placed on Common (K) drive in "Production Services" folder. <input type="checkbox"/> Single File <input type="checkbox"/> Folder</div> <div>Name: <input type="text"/></div> <div><input type="checkbox"/> No file emailed - Hard Copy Originals Only</div> <div>Notes <input type="text"/></div>	<div>PRODUCTION USE ONLY</div> <div>Date received <input type="text"/></div> <div>Date shipped <input type="text"/></div> <div>Layout cost \$ <input type="text"/></div> <div>Printing cost \$ <input type="text"/></div> <div>Hand work \$ <input type="text"/></div> <div>Other charges \$ <input type="text"/></div> <div>TOTAL COST \$ <input type="text"/></div>
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