

# 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 preprod@kern.org.

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

Job name: \_\_\_\_\_  
 Originator: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Program #: \_\_\_\_\_  
 Approval: \_\_\_\_\_

**DUE DATE** \_\_\_\_\_  FIRM  FLEXIBLE  
 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
# of copies wanted <input type="checkbox"/> s/s <input type="checkbox"/> d/s	(check all that apply) <input type="checkbox"/> Bond _____ 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"/> KCSOS letterhead <input type="checkbox"/> pre-printed stock <input type="checkbox"/> 6 part <input type="checkbox"/> Envelopes: <input type="checkbox"/> #10 <input type="checkbox"/> #10 Window <input type="checkbox"/> other _____	<input type="checkbox"/> Black <input type="checkbox"/> Color / Color Copies <input type="checkbox"/> Spot Colors PMS # _____ PMS # _____ Total ink colors (Side 1 / Side 2) /	<input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides <input type="checkbox"/> Mixed <b>must include a mock-up</b>	<input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other _____ <input type="checkbox"/> Full bleed

COLLATE	FOLD	STAPLE	BIND	CUT	PAD	DRILL	PERF	NUMBER	SHRINKWRAP
<input type="checkbox"/> No (1,1,1) <input type="checkbox"/> Yes (sets of 1,2,3) Is there more than one job included in this request? If so: <input type="checkbox"/> Collate jobs into packets <input type="checkbox"/> Keep jobs separate	<input type="checkbox"/> Single <input type="checkbox"/> Letter <input type="checkbox"/> Fan <input type="checkbox"/> Double Parallel	<input type="checkbox"/> Staple where clipped	<input type="checkbox"/> wire <input type="checkbox"/> plastic comb	<input type="checkbox"/> 1/2 sheet <input type="checkbox"/> 1/4 sheet <input type="checkbox"/> business cards OR Custom Finished Size	<input type="checkbox"/> # of pads _____ pages / pad _____	<input type="checkbox"/> Other <b>must include a mock-up</b>	<input type="checkbox"/> <b>must include a mock-up</b>	<input type="checkbox"/> (Tickets and receipt books) Beginning number _____ Ending number _____	<input type="checkbox"/> Quantity per pkg _____

MAIL SERVICES	TABS	SPECIAL INSTRUCTIONS
<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. <input type="checkbox"/> Truck Mail Truck Mail Labels and Truck Mail Schedule can be found on the kern.org website.	<input type="checkbox"/> Single tab to close <input type="checkbox"/> Per USP regulations	

**PRE-PRODUCTION USE ONLY**

Rec'd \_\_\_\_\_ Apv'd to print \_\_\_\_\_

File emailed to Production on \_\_\_\_\_

Originator's file forwarded on \_\_\_\_\_

File placed on Common (K) drive in "Production Services" folder.  Single File  Folder

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

No file emailed - **Hard Copy Originals Only**

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Notes

**PRODUCTION USE ONLY**

Date received \_\_\_\_\_

Date shipped \_\_\_\_\_

Layout cost \$ \_\_\_\_\_

Printing cost \$ \_\_\_\_\_

Hand work \$ \_\_\_\_\_

Other charges \$ \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_