

Job # _____

Printing Order

Please fill out completely. Incomplete forms will delay your job. Jobs will not be processed without a complete program number which exists in Maintenance Direct. Please allow at least 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 name: _____
 Originator: _____
 Phone #: _____
 Program #: _____
 Approval: _____

DUE DATE _____ FIRM FLEXIBLE
 Proof needed by _____ (if applicable)
 Call when ready for pick up _____
 or
 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 _____ <input type="checkbox"/> Vellum _____ <input type="checkbox"/> Cover stock _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Envelopes: <input type="checkbox"/> #10 <input type="checkbox"/> #10 Window <input type="checkbox"/> other _____	<input type="checkbox"/> Black & White Copies <input type="checkbox"/> Color Copies <input type="checkbox"/> Mixed Copies <hr/> - For Pre-Production - <input type="checkbox"/> Spot Colors PMS _____ PMS # _____ Total ink colors / _____	<input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides <input type="checkbox"/> Mixed must include a mock-up	<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	PERFORATE	NUMBER	SHRINKWRAP
<input type="checkbox"/> No (1,1,1) <input type="checkbox"/> Yes (1,2,3) Is there more than one job included in this request? IF YES: (ONLY if multiple jobs) <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"/> <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 must include a mock-up	<input type="checkbox"/> must include a mock-up Examples: Receipt Books, Tickets	<input type="checkbox"/> (Tickets and receipt books) Beginning number _____ Ending number _____	<input type="checkbox"/> Quantity per pkg _____

SPECIAL INSTRUCTIONS

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**

Notes

PRODUCTION USE ONLY

Date received _____

Date shipped _____

Layout cost \$ _____

Printing cost \$ _____

Hand work \$ _____

Other charges \$ _____

TOTAL COST \$ _____