7/30/04

Tarleton State University Office of Publications & Graphic Design

Designer Contact:

DESIGN & PREPRESS SERVICES REQUEST

Box T-0730 • 254 968-9422 • Fax 254 968-9706 • publications@tarleton.edu • http://www.tarleton.edu/~pgd

Date Received _____ **Date Due** _____

PUBLICATIONS Job. No. _____

COPY CENTER Job. No. _____

Client Information

Department _____ **Box T-** _____

Account No. _____ **Authorization** _____

Contact _____ **E-mail** _____ **Phone** _____ **Fax** _____

Contact _____ **E-mail** _____ **Phone** _____ **Fax** _____

Delivery Information: Deliver to: _____ ☐ Customer pick-up

Project Information

Type of Publication: ☐ Brochure ☐ Cover ☐ Postcard ☑ Poster ☐ Booklet ☐ Form

☐ Other _____

Title **Project or Publication Title**

Additional Information & Instructions _____

Production Information

Quantity _____ No. of pages including cover _____ ☐ 2-sided ☐ Bleed

Ink: Cover: ☐ Black ☐ Black & PMS 268 ☐ Process ☐ Other _____

Text: ☐ Black ☐ Black & PMS 268 ☐ Process ☐ Other _____

Paper: Cover: _____ Text: _____

Finished Size: ☐ 8.5"X11" ☐ 5.5"X8.5" ☐ 8.5"X14" ☐ 11"X17" ☐ 4.25"X6" ☐ Other _____

Flat Size: ☐ 11"X17" ☐ 8.5"X11" ☐ 8.5"X14" ☐ Other _____ **Orientation:** ☐ Portrait ☐ Landscape

Bind: ☐ Saddle Stitch ☐ Spiral ☐ Perfect ☐ GBC Comb ☐ Pad ☐ top ☐ left ☐ Perf ☐ Other _____

Fold: ☐ letter ☐ accordian "z" ☐ double parallel ☐ center ☐ Other _____

Additional Information & Instructions _____

Accounting

RTP _____

P.O. No. _____

Vendor _____

File Name(s)

_____

_____

File Path _____

Proof	1st	2nd	3rd	4th	5th	6th
Out						
DATE						
In						

	Charges
Printing	$0.00
Media ☐ CD-R(W) ☐ Zip Disk	$0.00
Courier	$0.00
Production	$0.00
☐ **Rush**	$0.00
TOTAL	$0.00