

# Log #\_\_\_\_\_\_ Print/Copy/Graphic Design Work Order Form

2302 Noble Road • Raleigh, NC 27608 (P) 919.856.8222 (F) 919.856.8209 (E) printshop@wcpss.net

JOB DESCRIPTION (Please complete sections 1 & 2)	5 PRINTING SPECIFICATIONS
DATE OF REQUEST DELIVERY DATE Quote #	PRESS □ Ryobi □ AB Dick
	INKS □ Process □ Black □ Metallic □ Varnish
BUDGET MANAGER SIGNATURE	PMS How many up?
BUDGET CODE	Press Sheet Size:Trim Size:
SCHOOL/DEPARTMENT	PREPRESS
CONTACTSEND INVOICE TO	☐ Silver Plates ☐ Negs
PHONEFAXE-MAIL	6 COPY CENTER SPECIFICATIONS
	<b>COPIER</b> 1090   Pro90   6100   120   2045
PROJECT NAME  ☐ NEW JOB ☐ REVISION ☐ EXACT REPRINT ☐ PRINT FROM ORIGNAL ATTA	FINISHING  Tape  Staple  Other
☐ PRINT FROM ELECTRONIC FILE VIA E-MAIL ☐ DESIGN & LAYOUT FROM WORD PROCESSING FILE VIA E	
QUANTITY # of Originals One Sided  Tw	o Sided FILE NAME
PAPER □ Uncoated □ Coated (Gloss) □ Cover □ Text □ Kind	DATE SENT BY
PAPER SIZE Flat Finish	<b>Z</b> GRAPHIC DESIGN SPECIFICATIONS
COLOR	☐ LAYOUT & DESIGN ☐ SCAN ☐ OUTPUT
ENVELOPES ☐ No. 10 Business ☐ 9 x 12 ☐ Invitation ☐ Other	□ BANNER/SIGN/POSTER
BINDERY ☐ Staple Corner ☐ Staple Edges ☐ GBC ☐ Saddlestich ☐ 3 Hole Drill ☐ Collate ☐ Taple	Vendor
FOLD  Letter  Half  Tri  Quarter  Double Parallel  Accordian	☐ PROMOTIONAL ITEM(S)
	Vendor
OTHER ☐ Pad (sheets per pad) ☐ Pads with cardboard backing ☐ Perforate ☐ Score	☐ DISPLAY
□ Laminate □ Tabs (How many banks?) □ Diecut □ Emboss □ Stamp	PROOF 1 2 3 4
DISTRIBUTION ☐ Pick-up ☐ Call when ready ☐ Courier (Date shipped) ☐ UPS (Date shipped)	
SPECIAL INSTRUCTIONS (If more space is needed continue instructions on the	other side of this form.)
OUTSIDE PRINTING/COPY/GRAPHIC DESIGN (FOR PRINT SHOP USE ONLY DO NO	OT WRITE BELOW.)
VENDORCONTACT	PHONE
DATE SENTDATE RECIEVED	ESTIMATED COST
4 FOR PRINT SHOP USE ONLY DO NOT WRITE BELOW	
PAPER: COLOR/KIND	SIZE WEIGHT QUANTITY UNIT COST AMOUNT
COPIER ☐ Monochrome ☐ Color LASER PROOFS ☐ Monochrome ☐ Color	
	□ PMS □ Black □ Other
BINDERY MISCELLANEOUS	
TOTAL IMPRESSIONS	TAX SUBTOTAL
RECEIVED IN GRAPHICS PRINTING COMPLETED PRINT	TEDS INTITIALS TOTAL

### Directions for filling out the Print/Copy/Graphic Design Work Order

JOR DESCRIPTION (Please complete sections 1 & 2)	5 PRINTING SPECIFICATIONS
	PRESS Ryobi AB Dick
RITE OF REQUEST DELIVERY DATE Quote #	INKS Process Black Metallic Vamish
UDGET MANAGER SIGNATURE	PMS
UDGET CODE	Original's Size: How many up?
CHOOL/DEPARTMENT	Press Sheet Size: Itim Size: PREPRESS
ONTACTSEND INVOICE TO	☐ Silver Plates ☐ Negs ☐
HONE FAX E-MAIL	G COPY CENTER SPECIFICATIONS
	COPIER - 1090 - Pro90 - 1700 - 120 - 2045
ROJECT NAME	FINISHING Tape Staple Other
□ NEW JOB □ REVISION □ EXACT REPRINT □ PRINT FROM ORIGINAL ATTACHED □ PRINT FROM ELECTRONIC FILE VIA E-MAIL □ DESIGN & LAYOUT FROM WORD PROCESSING FILE VIA E-MAIL	
UANTITY # of Originals □ One Sided □ Two Sided	
APER Uncoated Coated (Gloss) Cover Text Kind	DATE SENTBY
APER SIZE Flat Finish □ Allow for bleeds	_
OLOR	GRAPHIC DESIGN SPECIFICATIONS
NVELOPES   No. 10 Business   9 x 12   Invitation   Other	☐ LAYOUT & DESIGN ☐ SCAN ☐ OUTPUT☐ BANNER/SIGN/POSTER
	Vendor
INDERY Staple Corner Staple Edges GBC Suddestich 3 Hole Drill Collate Tape Bind	□ PROMOTIONAL ITEM(S)
OLD   Letter   Half   Tri   Quarter   Double Parallel   Accordian	Vendor
THER Pad (sheets per per  Pads with cardboard backing Perforate Score	□ DISPLAY
□ Laminate □ Mabs (How many banks?) □ Diecut □ Emboss □ Stamp	PROOFS □ Color □ Monochrome □ Film
SPECIAL INSTRUCTIONS (If more space is needed continue instructions on the other	PROOF 1 2 3 4
OUTSIDE PRINTING/COPY/GRAPHIC DESIGN (FOR PRINT SHOP USE ONLY DO NOT WI	RITE RELOW \
/ENDORCONTACT Date sent Date recieved	PHONE ESTIMATED COST
FOR PRINT SHOP USE ONLY DO NOT WRITE BELOW	ESTIMATED COST
	SIZE WEIGHT QUANTITY UNIT COST AMOUN
THE BLACK COLONY NITE	SEE NEIGHT CONTROL
COPIER Monochrome Color LASER PROOFS Monochrome Color	AS T Block T Other
COPIER   Manachrome   Color   LASER PROOFS   Manachrome   Color   PRESS   Aluminum   Nek Master   Plates   Silver Plates   Negs   INKS   Process   PM BINDERY	AS Black Other

## Tips for streamlining your Print/Copy/Graphic Design job

- Always attach a hardcopy to the Work Order Form. If sending electronically then fax a
  Worker Order Form along with your hardcopy.
- Electronic files are preferred to be in PDF or Postscript format. When submitting Word or Publisher files make sure links and fonts are also packaged with your file. The Print Shop may not have the same font as your document, and if graphic links are not packaged with your document your images may appear bitmapped.
- If hardcopy is supplied and has screens such as halftones (pictures) or shades, print your hardcopy at a 65 linescreen (65lpi) and a 300 resolution (300dpi). This will make a larger dot for our cameras to reproduce for printing.
- If submitting a new job to Graphic Design for layout and design, make sure your text copy is finalized. All proofing should be made to the copy before submission.
- If submitting digital photos for design and layout, make sure your photos are high resolution (300 dpi).
- Know what your budget limit is. This will determine how your print job will be designed and printed.
- When submitting a book, booklet or newsletter make sure your pages are numbered; either handwritten in repro blue pencil with hard copy, or numbered in the document.
   If submitting electronically, a hardcopy of how the printed material will look when completed should be attached to the work order.
- If your print job is being printed on a different size sheet of paper than what the
  actual file is set up to you will need to note this on the work order. Of course, the best
  way to submit would be to have the file setup exactly to the page size the job will be
  printed.

**SECTIONS 1 & 2 ARE THE ONLY AREAS THAT NEED TO BE FILLED OUT BY THE SCHOOL CLIENT**. Your job will **NOT** be entered into the production until **ALL** information is complete in section 1; Section 2 is optional if there's special instructions. Call the Print Shop at **856-8222** if you have any questions, we will be happy to assist you.

#### Sections 1 & 2

#### BELOW IS STEP-BY-STEP AS TO WHICH EACH LINE MEANS IN SECTIONS 1 & 2:

**Delivery Date:** Date project needed. ASAP or Rush is not acceptable.

**Budget Managers Signature:** Person responsible for financial approvals

Budget Code: Cost Center/Fund Code for final printing cost; full code is 23 digits; Fund (2),

Purpose (4), Program (3), Object (3), Level (4), Cost Center (4), Future Use (3).

**School/Department:** Please do not abbreviate this information. If your department is a sub-group within a department, please list the Department that your group falls under.

**Contact:** Individual that understands all aspects of the print job requested

**Phone & Fax:** This will be the contacts phone and fax numbers

**Project Name:** Provide the name of your project, however please avoid using the same name for multiple projects and use one work order per project. This will help to identify the project if questions or concerns should arise.

#### **Order History:**

- NEW JOB (Requesting that the print shop design and layout graphic materials. Please type in
  a word-processing program and send electronically/or on disk to the graphic designers. Type
  document flush left with no tabs, "funny" spaces, and no returns at the end of each line. Only
  insert returns at the end of headings and between paragraphs.
- REVISION (If you are bringing us a revision on a job that the print shop had created, simply mark
  the changes to be made on the latest printed version. If you have lengthy revisions to make, mark
  in the document where they are to occur, and bring the new text on disk saved as a text file, as
  described above.
- EXACT REPRINT (Please provide a copy of the latest printed version of the document for reference.)
- COPY FROM YOUR ORIGINAL (NO DESIGN OR EDIT REQUIRED) (Your original must have the WCPSS logo on it.)
- PRINT FROM ELECTRONIC FILE VIA E-MAIL (Attach your file to an e-mail and send it to printshop@wcpss.net PDF or Postscript files are preferred. If sending application files, makes sure graphics and fonts are supplied. Also fax/send a Job Request Form with file name (Project Name) to the Print Shop)
- DESIGN & LAYOUT FROM WORD PROCESSING FILE VIA E-MAIL (Attach your word processing file to an e-mail and send to printshop@wcpss.net. Please note in the e-mail that the file needs Design & Layout and a Job Request Form has been filled out with file name (Project Name) and faxed to the Print Shop)

**Quantity:** Total number of copies

**# of Originals:** How many pages did you supply to print from? If originals are 2 sided count each side as an original page.

One Sided or Two Sided: Do you want your job printed on one side or two sides?

**Paper:** Depending on your School's/Department's budget you may choose between a variety of paper and it's weight. We supply an in-house standard coated and uncoated white sheet for text and cover weights. If you prefer a specialty paper you may contact the Graphic Designers or the Print Shop manager to discuss your paper needs.

Paper Size: What size sheet do you want your job printed to?

**Color:** Spot color or Full color.

Flat: What is the size of your project when it's unfolded or not trimmed?

**Finish:** The size you want it folded or trimmed to

**Bleeds:** Does color (ink) run off the edges of your trimmed size?

**Envelopes:** Supply size of envelope. (example: #10 Envelope holds letter folds)

**Bindery:** Check appropriate finishing or specify other specific bindery not listed.

**Distribution:** Please indicate whether you would like the distribution to ship via WCPSS Warehouse Delivery. The delivery time will vary depending on your scheduled date for warehouse deliveries. Airborne Express or UPS are other options for delivery from the Print Shop. There is an additional charge for this service. The cost depends upon the weight of the boxes shipped. Airborne or UPS will usually deliver within 24 to 48 hours in the Raleigh metro area.

**Special Instruction:** Specify in this section any instruction that is not listed on this form.