



# kentucky**DESIGN&PRINT**services

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

Date \_\_\_\_\_

## Design & Print Request

Date \_\_\_\_\_ Due Date \_\_\_\_\_

Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Proof Required

*(If no, customer assumes responsibility for contents of final product and must sign here.)*

Yes  No Signature \_\_\_\_\_

### Project Description

B/W	Color
<input type="checkbox"/>	<input type="checkbox"/>

# of Pages	# of Copies	Front & Back	Finish Size	Paper Color	Paper Stock

Notes and additional information:

**\*\* If project has been quoted, Please attach quote. \*\***

Delivery Address

### Delivery Confirmation

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Funding Strip MUST be Completed

E-Mars template	
Department	
Fund	
Unit	
Object	
Function	
Other	

### Finishing Options Check all that apply

<input type="checkbox"/>	Fold	<input type="checkbox"/>	Mount Foam Board
<input type="checkbox"/>	Perfect Bind	<input type="checkbox"/>	Laminate
<input type="checkbox"/>	GBC	<input type="checkbox"/>	Grommet
<input type="checkbox"/>	Spiral Bind	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Saddle Staple	<input type="checkbox"/>	Burn to Disk
<input type="checkbox"/>	Upper Left Staple	<input type="checkbox"/>	Shrink Wrap
<input type="checkbox"/>	Punch	<input type="checkbox"/>	Pad/#

Other \_\_\_\_\_

## Cost

Design

Pre-Press

Printing

Bindery

Other

Total