

Production Code

Press Order

UVU Printing Services

1

2

3

Title / Description _____ Due Date _____

Department _____ Submitted By _____ Phone # _____

Date Submitted _____ Deliver To: Bldg _____ Rm _____ Will Call

Job Received By: _____ **Banner Index** ▶

Qty _____ Finished Size: _____ New Item Reprint

- Format:
- | | | | | |
|--|---|--|-----------------------------------|--|
| <input type="checkbox"/> Booklet | <input type="checkbox"/> Business Card | <input type="checkbox"/> Flyer | <input type="checkbox"/> Poster | <input type="checkbox"/> Short Run Color |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Letterhead | <input type="checkbox"/> Large Format Prints | <input type="checkbox"/> Postcard | <input type="checkbox"/> Copy Ctr Work |
| <input type="checkbox"/> Business Form / NCR | <input type="checkbox"/> Envelopes | <input type="checkbox"/> Magazine | <input type="checkbox"/> Ticket | |
| <input type="checkbox"/> Folder | <input type="checkbox"/> Letter / Variable Data | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Other | |

File Name: _____ Program: _____ Location _____

Disc Drop Box Thumb Drive
 E-mail Network Other

Proofing Proof Requested Proof Approved By: _____

- B & W Laser Color Laser Wide Format Press Check

Stock _____

Run Size _____ Req # Shts _____ # up _____

Cover Stock

- 80# gloss 80# smooth
 100# gloss 80# Carrara Smooth
 12 pt C1S 100# Carrara Smooth

Text

- 20# Bond 25 % Cotton
 60# Offset Carbonless 2 3 4
 70# offset 80# gloss
 80# offset 100# gloss

Other _____

Ink Colors

Cover

- Side 1 Full-color PMS _____ PMS _____ Black Coating
 Side 2 Full-color PMS _____ PMS _____ Black Coating

Text # of Sigs

- Side 1 Full-color PMS _____ PMS _____ Black Coating
 Side 2 Full-color PMS _____ PMS _____ Black Coating

Bindery / Finishing

Folding

- Half Right Angle Parallel Perf / Score _____ # of Panels
 Letter / Tri Signature Z-Fold Custom

Binding

- Saddle Stich Perfect Bind Spiral Top Bind Other _____

Padding

- NCR Padding Long Side Padding Short Side

Numbering

- Start w/ _____ Top Left Top Right

Cut / Trim

- Gutter / Bleeds # up _____ Finished Size _____ Folded
 Chop Cut Flat

Packaging / Box

- Mailing Tab 1 tab 2 tabs QTY _____
 Number / Pkg _____ Number of Packages _____

Other Bindery Operations Please Describe Below

Special Instructions

Billing

Item	Cost
Pre-press & Design	
Design	_____
File Work	_____
Proof	_____
WF	_____
Color Laser	_____
WF Posters	_____
Color Laser	_____
B & W Laser	_____
Copy / Ctr	_____
Plates	MO _____
Dup	_____
Stock	
Cover	_____
Text	_____
Carbonless	_____
Envelopes	_____
Other	_____
Press / Machine Time	
Ps. Time	MO _____
Dup	_____
Wash	MO _____
Dup	_____
Ink	CMYK _____
Ink #1	_____
Ink #2	_____
Coating	_____
Bindery / Finishing	
Cut / Trim	_____
Fold / Score/ Perf	_____
Collate	_____
Number	_____
Wrap / Bx	_____
Other	_____
Standardized Pricing	
Total Delivered _____	
Subtotal	_____
Rush / Credit	_____
Total	_____