

**CLIENT INFORMATION**

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Requested Needed By Date:  Standard (2-3days)  Deadline Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Full Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 School: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Address (with room #): \_\_\_\_\_  
 School Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**SPECIFICATIONS**

Choose One:  New Job  Reprint Exact - Re-Order #: \_\_\_\_\_  
 Reprint With Changes - Re-Order #: \_\_\_\_\_  
 Choose One:  Artwork Provided  Design/Typeset Needed  Other: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Finished Quantity: \_\_\_\_\_ Finished Size: \_\_\_\_\_ Flat Size (if job folds): \_\_\_\_\_  
 #of Originals/Pages: \_\_\_\_\_ Print:  One-Sided  Two Sided  As Provided  
 Paper Weight: Paper Type/Finish: \_\_\_\_\_ Paper Color: \_\_\_\_\_  
 Ink Colors:  Black  Full Color  One Color  Two Color  Other:

**BINDING & FINISHING**

Choose all that apply and list information as to how you would like us to complete:  
 Bind: \_\_\_\_\_  Drill: \_\_\_\_\_  Fold: \_\_\_\_\_  
 Laminate: \_\_\_\_\_  Number: \_\_\_\_\_  Pad: \_\_\_\_\_  
 Perforate: \_\_\_\_\_  Score: \_\_\_\_\_  Shrinkwrap: \_\_\_\_\_  
 Staple: \_\_\_\_\_  Other: \_\_\_\_\_

**PROOFING**

Choose one of the following:  
 PDF Proof (standard) emailed to: \_\_\_\_\_  No Proof Needed:  
 Fax Proof? Fax Proof to (Person's Name & Fax Number): \_\_\_\_\_  
 Physical Proof (additional charges may apply) deliver to: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

**BILLING INFORMATION**

Choose one of the following:  
 P-Card on File - last 4 digits: \_\_\_\_\_  E-mail P-Card Authorization Form to: \_\_\_\_\_  
 Invoice e-mailed to: \_\_\_\_\_  
 Other: \_\_\_\_\_

**DELIVERY INSTRUCTIONS**

Choose one of the following:  
 Warehouse  School Location (No Additional Fees): \_\_\_\_\_  
 Other: \_\_\_\_\_