



Design and Print Services Order Form

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Use this form for all new orders requiring ANY AMOUNT OF DESIGN, LAYOUT, OR TYPESETTING, or for re-orders on projects previously designed or set up by our department. If your document has been created by you/your department and is ready to print, please use the Ready to Print form.

Today's Date _____ Date Needed _____

Requested by _____ Phone _____

Department/Office _____

Fund No. _____ Dept. No. _____ Project No. (if applicable) _____

Job description & purpose _____

Color(s) of Ink: Black Full Color Quantity needed: _____

Size: 8.5 x 11 8.5 x 14 (legal) 11 x 17 12 x 18 13 x 25 Other: _____

Type and/or Color of Paper _____

Staple Fold Cut Booklet Coil Bind Pad 3-Hole Punch Crease Perforate

Other binding instructions: _____

BUSINESS CARD ORDER:

One-sided card Qty: 120 240 480

Two-sided card Qty: 120 240 480

Costs:

120 = \$7.50/one-sided or \$10/two-sided 240 = \$15/one-sided or \$20/two-sided

480 = \$30/one-sided or \$40/two-sided

New Order — please design and send me a proof.

Reorder — no changes, ready to print as is (sample attached).

Reorder — please make the changes indicated and send me a proof.

IMPORTANT: You MUST CHECK the boxes below & SIGN this form before we will print your document.

I understand that it is my responsibility to check for spelling and grammatical errors.

Any graphics, photos, clipart or text that I have furnished to Design and Print Services to use on this project are NOT copyright protected (such as graphics downloaded from the internet that have not been purchased, photos from professional photographers without a print release, etc.).

Signature _____

For an e-signature, please type your full name