



Design and Print Services

PHONE: Ben – 3499
EMAIL: benjamin.daggett@minotstateu.edu



*This form is for **READY TO PRINT** documents. If you need design assistance, please contact Design and Print Services staff.*

READY TO PRINT PROJECT ORDER FORM

EVERY ITEM in the box MUST be completed or the job request WILL BE RETURNED for more information, which WILL DELAY completion of your project. This form will NOT be returned with completed job.

Today's Date _____ Date Needed _____

Requested by _____ Phone _____

Department/Office _____

Job description or title _____

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

No. of originals/pages _____ Quantity needed _____

BLACK & WHITE COPIES:

- single side copies
- front to back copies
- as submitted
- staple
- fold
- cut
- booklet
- coil bind
- pad
- 3-hole punch

COLOR COPIES:

- front cover only
- front & back covers
- all pages

PAPER SIZE: 8.5 x 11 8.5 x 14 (legal) 11 x 17 12 x 18 13 x 25

- use color paper (specify color): _____ (8.5x11 only) for the front cover only front & back covers all pages
- use card stock for the: front cover only front & back covers all pages

Carbonless forms (NCR): 2 part 3 part 4 part

Other instructions: _____

LARGE FORMAT POSTERS: Larger than 13" x 25" – must be printed on the large-format printer and will be charged by the foot.

Poster size: _____ Poster paper: 36" wide 42" wide

Other notes or special instructions: _____

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.
- This document does NOT contain any photos, graphics, clipart or text that is copyright protected (such as artwork from the internet that has not been purchased, photos from professional photographers without a print release, etc.).

Signature _____

For an e-signature, please type your full name

— NOTE: ALL FILES SENT ELECTRONICALLY MUST BE IN PDF FILE FORMAT ONLY —