



Print • Copy • Graphic Design

Job Number

This form must be filled out completely. Please print clearly.

Date of Order _____ Date Job Needed _____ School/Department _____ Loc. # _____
Please do not write ASAP or RUSH

Contact Name _____ Phone _____ Email _____

*Req. No. _____ P.O. No. _____ Date P.O. Rec'd _____ P.O. Am't \$ _____
*Our vendor number is 12878. Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.

Other method of payment: Activities Fund PO AF Check Check Other _____ Non-APS

Delivery of Finished Job: Please send through interoffice mail Please call for pickup **GP&DS Quote**

Description of Job

Title of Job _____

New **Note:** All new Jobs must be designed and edited in our department to follow the APS identity standards. New documents must be typed in a word-processing program and saved as a text file on disk. If you need to show us an example of what your final layout should look like, attach a sample for us to see. Please see our website or call with questions about the APS identity standards.

Revision **Note:** If you are bringing us a revision of a job that our department has produced previously, mark the changes to be made on the latest printed version and attach. If you have lengthy revisions, bring the new text to us on a disk saved as a text file. Please see our website or call with questions about the APS identity standards.

Exact Reprint **Note:** Please provide a copy of the latest printed version of the document for reference. Also know that if it does not conform to the new APS identity standards, with proper APS logo, you must submit as a NEW job instead of a reprint. Please see our website or call with questions about the APS identity standards.

Copy From Your Original (no design or edit required) **Note:** Your original must have the proper APS logo on it and follow the APS identity standards. For **black copying**, provide a clean copy of your document in **black ink on white paper**. For **color copying**, provide a clean copy of your document in **color on white paper**. Please see our website or call with questions about the APS identity standards.

Printing Specifications

Number of Pages _____ Print one side of paper Print both sides of paper **Total Quantity**

Paper Size _____ Print _____ up Type of Paper _____
Example: 5.5 x 8.5, 8.5x 11, 8.5 x 14, 11 x 17, 18 x 24... items per page Example: plain, card stock, gloss, vinyl, NCR (2, 3, or 4 part), tabs...

Paper Color _____ Ink Color(s) black full color APS blue 072 APS red 187 Other _____

Finishing Specifications

Fold

Bind Saddle Stich Corner Staple Pad (_____ sheets per pad)
 Coil Bind color _____ Size _____

Other Drill No. Holes _____ Perforate Score Laminate

Proof Approved by _____
 Proofed OK Changes Okay to Print w/ Changes Print

Other Supplies/Special Instructions

GP&DS USE ONLY

Proofed OK Changes Art Pre-Press Print Copy Bindery

Job Completed by

Date _____ Customer Picked Up Delivered By _____ Sent for Invoicing by _____ Date _____

Customer Signature _____ Print Name _____