

UWL Print Bid Request Form

Today's Date

Before submitting this request to Purchasing, artwork must be in printer ready format. Please schedule a design request with University Marketing & Communications for assistance <https://share.uwlax.edu/>.

Questions regarding delivery should be directed to the printer.

Project Title

Department

Name Email

Requested Delivery Date Designer Approval

Format

Quantity

Size Flat Size (before folding or if no folding required) Final Size (after folding)

Pages (if book) self cover (all pages the same paper) plus cover (different paper)

Paper

Cover (different paper from rest of book)

Ink

Printing one side two sides

Bleed yes (if ink is printed to edge of paper) no (if ink is .25 inch from edge of paper)

Fold

Additional binding

Special Instructions:

For Printer

Questions regarding artwork should be directed to David dpiro@uwlax.edu or Kaylie konnaughty@uwlax.edu in University Marketing & Communications