

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 Del	very 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 Inst	ructions:

For Printer

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

State agencies are required to use recycled papers whenever possible. Paper purchase on this bid shall meet the definitions and minimum content recommendations in the EPA Comprehensive Procurement Guidelines issued October 2007. Current RMAN percentages can be assessed in electronic format on the Internet at https://www.epa.gov/sites/production/files/2016-02/documents/cpg-fs.pdf