

Today's Date

Project Title

Department

Client Name

Phone #

Campus Address

Acct #

Secondary Contact

Secondary Phone#

Format

Requested Delivery Date

New

Revised

Exact

Previous PO#

PO Date

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 (book only - if cover is 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

Artwork

Photo release form on file for non-UWL students and staff

Designer

Special Instructions