

PUBLICATIONS

TRUMAN STATE UNIVERSITY
KIRK BUILDING 210 ♦ x 4129

WORK ORDER FORM

Job # _____
Date Received _____
Supervisor _____

One job per work order

Upon completion of artwork, you will be notified to proof and sign-off on the job. Artwork will then be delivered to Printing. Estimated turn-around time for completion of jobs: brochures - 3 weeks, posters - 3 weeks, flyers - 2 weeks, letterhead - 2 weeks, envelopes - 2 weeks, memo pads - 3 weeks, and business cards - 3 weeks.

Item to be Designed/Setup _____
Quantity _____ Today's Date _____ Date Needed Printed _____
Contact Person _____ Phone/Email _____
Department _____ Budget Account _____
Approved by (if additional approval is needed) _____ Date _____

Information: (provide the name of the event, date, time, place, sponsor, and any additional information needed or attach the information to this work order.)

Special logos that need included

(list here) _____

Final approval by another office or organization needed (list here)

Budget limit to be spent on item

\$ _____

Approximate size _____

Color(s) to be used _____

For Office of Publications Use Only

Specifications

paper _____
color _____
weight _____
 NCR (# _____ part)
ink color _____
2nd color _____
3rd color _____
4th color _____

 make color key

finished size _____
press size _____

Press Services

- front only
- front & back
- work and turn
- multiples-up _____
- quick copy (black ink only)
- quick copy (full color)

Special Instructions _____

Bindery Services

- collate
- cut out multiples
- fold
 - accordion
 - in fourth
 - in half
 - letter/tri-fold
 - special (see attached sample)
- pad # _____ per pad
- plastic bind (color) _____
- perfect bind
- saddlestitch
- score
- trim
- perforate
- punch (indicate # _____)
- 3-hole punch
- staple

Designer _____ Date Started _____ Completion Date _____ Log Book
Assigned _____ Computer Job Located on _____ File Name _____
Proof(s) Sent _____ Proof(s) Returned _____