

# PUBLICATIONS ORDER REQUEST Please use additional forms as needed

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CLEAR FORM

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FOAPAL or ACCT#        FUND        ORG        ACCT        PROGRAM       

COMPLETION DATE: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

Delivery: Location \_\_\_\_\_  Call when ready for pickup

**Item #1** Description: (sample recommended) \_\_\_\_\_  file(s) emailed

Size \_\_\_\_\_ Number of Pages \_\_\_\_\_ Quantity \_\_\_\_\_  one side  two sides

Paper Type \_\_\_\_\_ Does artwork bleed:  Yes  No Ink Color:  Black Only  Color  Black/Color

Copy from original  Needs Design  Email Proof Required  Hard Copy Proof Required  No Proof Required

Collate  Staple  Fold:  Letter-Fold  Tri-Fold  Z Fold  Half Fold  Quarter Fold  Heading In  Heading Out

Number: from \_\_\_\_\_ to \_\_\_\_\_ Pad:  Top  Side Number of copies per pad \_\_\_\_\_ Number of pads \_\_\_\_\_

Drilling (Requires Sample):  Top  Side  One Hole  Two Hole  Three Hole  Five Hole

Perforate (Requires Sample)  Shrinkwrap: Number per pkg. \_\_\_\_\_ or  Individually

Laminate  Mount:  Coroplast  PVC  Foamcore  Ultraboard  Other: \_\_\_\_\_

Binding:  Bind:  Coil Color: \_\_\_\_\_  Comb Color: \_\_\_\_\_  Tape Bind  Perfect Bind

USPS mailing services:  First Class  Presort First Class  Bulk Non-Profit  Campus mail

CLEAR ITEM #1

Other special instructions: \_\_\_\_\_

**Item #2** Description: (sample recommended) \_\_\_\_\_  file(s) emailed

Size \_\_\_\_\_ Number of Pages \_\_\_\_\_ Quantity \_\_\_\_\_  one side  two sides

Paper Type \_\_\_\_\_ Does artwork bleed:  Yes  No Ink Color:  Black Only  Color  Black/Color

Copy from original  Needs Design  Email Proof Required  Hard Copy Proof Required  No Proof Required

Collate  Staple  Fold:  Letter-Fold  Tri-Fold  Z Fold  Half Fold  Quarter Fold  Heading In  Heading Out

Number: from \_\_\_\_\_ to \_\_\_\_\_ Pad:  Top  Side Number of copies per pad \_\_\_\_\_ Number of pads \_\_\_\_\_

Drilling (Requires Sample):  Top  Side  One Hole  Two Hole  Three Hole  Five Hole

Perforate (Requires Sample)  Shrinkwrap: Number per pkg. \_\_\_\_\_ or  Individually

Laminate  Mount:  Coroplast  PVC  Foamcore  Ultraboard  Other: \_\_\_\_\_

Binding:  Bind:  Coil Color: \_\_\_\_\_  Comb Color: \_\_\_\_\_  Tape Bind  Perfect Bind

USPS mailing services:  First Class  Presort First Class  Bulk Non-Profit  Campus mail

CLEAR ITEM #2

Other special instructions: \_\_\_\_\_