

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 perforate

saddlestitch punch (indicate # _____)

score 3-hole punch

trim staple

Designer _____ Date Started _____ Completion Date _____ Log Book

Assigned _____ Computer Job Located on _____ File Name _____

Proof(s) Sent _____ Proof(s) Returned _____