

EBR Stationery, business cards, forms, and apparel must be ordered through the Printing Services' website. Please provide a print ready PDF version of the file associated with this form when emailing it for submission. Be aware, if you need design work done, contact the graphic design team in the Communication Department. Allow five business days for printing.

For Office Use Only

Customer Information

(Department/School)	(Project Name)	(Date Needed)
(Employee Requesting)	(E-Mail Address)	(Telephone Number)
Quantity No Proof Required Proof Required	Customer Pickup Delivery	----- (Funding Account To Charge)
		(Authorizing Signature)

Book Printing

Saddle Stitched Book

FOLDED WITH TWO STAPLES IN THE CENTER OF THE SPINE

Finished Size		Cover
Portrait 5.5X8.5	Landscape 5.5X8.5	B&W Color
		One-Sided
		Two-Sided
		Self Cover
		Coated Cover
		UV Gloss Coat Outside
Inside		
B&W		
Color		
Coated Text		
Uncoated Text		

Basic Printing

Finished Size

" X "

PRINTING

B&W
Color
One-Sided
Two-Sided
Paper Type
Uncoated Text
Coated Text
Uncoated Cover
Coated Cover
UV Gloss Coat One Side
UV Gloss Coat Both Sides
Carbonless
Other/Special
A2 Envelope - (4 ¼ x 5 ½ Inserts)
A7 Envelope - (5 x 7 Inserts)
A9 Envelope - (5 ½ x 8 ½ Inserts)

Large Format Printing

Design at the actual size for the best printing results.

Contour cutting will require the graphic design team in the Communication Department to design your file.

Custom Size Items	Fixed Size Items
<h4>Finished Size</h4> <p style="text-align: center;">" X "</p>	Roll-Up Stand & Graphic Roll-Up Stand Graphic Only A-Frame & Graphics White A-Frame Black A-Frame A-Frame Graphic Only Parking Sign Parking Tag Yard Sign Include H-Stakes One-Sided Two-Sided 3" Round Buttons
<h4>Material</h4> Poster Paper Removable Wall Decal Removable Floor Decal Magnet Foam Board Expanded PVC Aluminum Composite Acrylic Banner Mesh Banner Perforated Window Film	

Coil Bound Book

A SPIRAL COIL ALONG THE SPINE

Front Cover	Back Cover
B&W	B&W
Color	Color
One-Sided	One-Sided
Two-Sided	Two-Sided
Coated Cover	Blank
UV Gloss Coat Outside	Coated Cover
	UV Gloss Coat Outside
	Black Vinyl
Inside	Finished Size
B&W	Portrait 5.5X8.5
Color	Landscape 5.5X8.5
Coated Text	8.5X11
Uncoated Text	11X8.5
Tabs	

Promotional Items

If you would like to order promotional items please call our office at 225-273-1319

Perfect Bound Book

AN ADHESIVE SPINE COMMONLY REFERRED TO AS A SOFT BACK BOOK

Finished Size		Cover
Portrait 5.5X8.5	Landscape 5.5X8.5	B&W Color
		One-Sided
		Two-Sided
		Coated Cover
		UV Gloss Coat Outside
Inside		
B&W		
Color		
Uncoated Text		

Folding

Half Fold
Letter Fold
Z Fold
Special
Finishing
Corner Staple
Double Staple
3-Hole Punched
Slip Sheets After
Set(s)
Pad in sets of
25 100
50 200
Total Pads

Additional Notes

Communicating? **PRINT** matters!