

REQUEST FOR GENERAL PRINTING

Please provide a PDF version of the file. If you do not have the ability to generate the file in PDF format, send us the original electronic file the document was created in and we will then send you a PDF version for you to proof. Please be aware, if you need design work done you need to fill out a Request for Graphic Design Form. A turnaround schedule of five business days is recommended for most jobs.

CUSTOMER INFORMATION

_____ (Department/School)		_____ (Title of Job)	_____ (Date Needed)
_____ (Employee Requesting)		_____ (E-Mail Address)	_____ (Telephone Number)
QUANTITY _____	FINISHED SIZE " X "	<input type="radio"/> Customer Pickup <input type="radio"/> Delivery (Aramark)	
_____ (Funding Account To Charge)		_____ (Authorizing Signature)	

SMALL FORMAT PRINTING

PRINTING

B&W
 Color
 One-Sided
 Two-Sided

Check if mailing and/or if you want to use variable data.
 (Please provide an Excel list with this form)

PADDING

Pad
 Pad in sets of _____
 Total Pads _____

PAPER TYPE

60# Uncoated Text
 80# Uncoated Cover
 100# Coated Text
 100# Coated Cover
 Carbonless _____ (Part)
 Other _____

FINISHING

Corner Staple
 Double Staple
 Front Cover _____ (Color)
 Back Cover _____ (Color)
 3-Hole Drilled
 Slip Sheets After _____ Set(s) (Quantity)

FOLDING

Half Fold
 Letter Fold
 Z Fold
 Quarter Fold
 Roll Fold (4-Panel)
 Accordion Fold (4-Panel)
 Double Parallel Fold
 Half-Double Parallel Fold

LARGE FORMAT PRINTING

PRODUCTS

<input type="radio"/> Poster	<input type="radio"/> Magnet
<input type="radio"/> Banner	<input type="radio"/> Sideline Pass
<input type="radio"/> Removable Wall Decal	<input type="radio"/> Parking Tag
<input type="radio"/> Removable Floor Decal	<input type="radio"/> Yard Sign
<input type="radio"/> Removable Window Decal	<input type="radio"/> Parking Sign
<input type="radio"/> A-Frame Insert	<input type="radio"/> Bumper Sticker
<input type="radio"/> Pole Stand Insert	<input type="radio"/> Acrylic Sign
<input type="radio"/> Roll Up Banner Insert	<input type="radio"/> Cardboard Sign
<input type="radio"/> Case & Counter Insert	<input type="radio"/> Aluminum Sign
<input type="radio"/> Magnetic Frame Insert	<input type="radio"/> GatorFoam Sign
<input type="radio"/> Pop Up Magnetic Inserts	<input type="radio"/> Falcon Board Sign
<input type="radio"/> Other _____	

ADDITIONAL EQUIPMENT

<input type="radio"/> _____ Roll Up Professional (Quantity)	<input type="radio"/> _____ Panel Base (Quantity)
<input type="radio"/> _____ Roll Up Classic (Quantity)	<input type="radio"/> _____ Pole Stand (Quantity)
<input type="radio"/> _____ Magnetic Frame (Quantity)	<input type="radio"/> _____ H-Stake (Quantity)
<input type="radio"/> _____ Pop Up Magnetic (Quantity)	<input type="radio"/> _____ A-Frame (Quantity)
<input type="radio"/> _____ Case & Counter (Quantity)	<input type="radio"/> _____ Standoff Mount (Quantity)

FINISHING

Dry Erase Lamination Contour Cutting

If you need books printed and bound you must use the Request for Book Printing Form.

MAILING/VARIABLE DATA INFORMATION

One way the Graphic Arts Department can save you a significant amount of money is by preparing your mail for bulk rate postage. There are just a few guidelines you have to follow.

To get discounts the mail piece must be machinable so it must have an aspect ratio (length divided by height): 1.3 to 2.5.

4.125 x 5.5 is the most cost efficient size. It will mail at the postcard rate and we can get 8-up on a sheet.

4.25x6 is the largest card you can mail at the postcard rate; however, we can only get 5-up on a sheet.

5.5 x 8.5 is the most cost efficient size large postcard. It will mail at letter rate and we can get 4-up on a sheet.

Your mailing data must be in an excel file or csv file and must contain data for the following column headers:

First Name

Full Name

Address

City

State

Zip Code

Additional columns are fine and even may be needed if we are using variable data in the card itself. For example, if you wanted the cards to be gender specific we can change the color, graphics, and/or grammar to indicate that as long as there is a column in your data that indicates gender.

There are placement restrictions on the address side of the mail piece. Look at the diagram so that you can see what areas have restrictions.

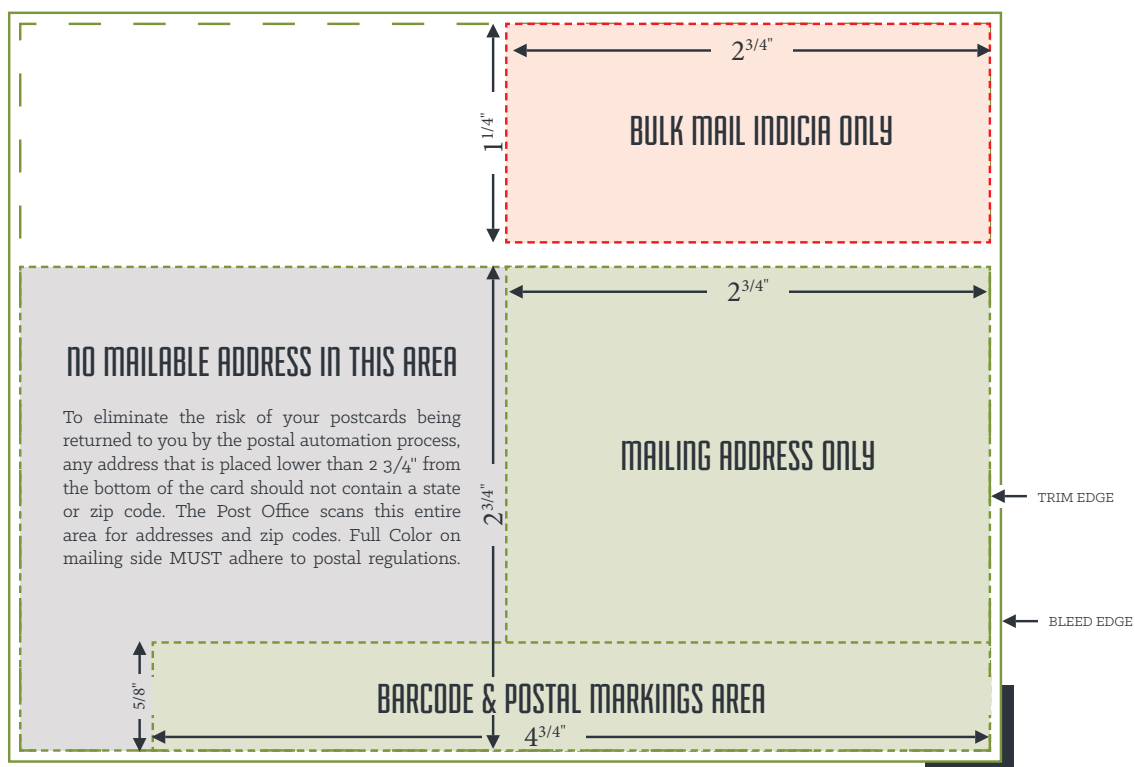
PDF GUIDELINES

The best work-flow is to make a PDF right from your native file on the computer you are using to create the piece in Word. Word files often have text re-flow and other formatting issues when moving them from one computer to another. This is caused mostly by inconsistencies in fonts and page specs. Producing a PDF is the best way to avoid that frustrating situation and have a portable, properly-formatted file that will give you the results you are expecting. Once you know how to make good PDF's you'll never have to worry about it again.

So, what are the steps to create that perfect PDF?

1. Choose File > Export > Create PDF/XPS
2. Choose Options. Then select make sure Document and ISO 19005-1 compliant (PDF/A) are checked and choose okay.
3. In Publish as PDF or XPS, navigate to where you want to save the file. Also, modify the file name if you want a different name.
4. Click Publish.

Be sure to understand how bleeds work. This is essential for professional results. We'll need .125" of extra background for trimming if you plan on having color bleed of the edge of the sheet.



ALIGN WITH LOWER
RIGHT CORNER OF MAILING PANEL