

Printing Services Order Form

Department: _____ Date of order: _____

Contact name: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

Billing address: _____

Billing information: _____

Provide PeopleSoft Chart Fields for printing and paper orders

Order details

This order form is for a: New job Direct reprint (job number _____) Reprint with changes (job number _____)
 Paper order Mailing Data merge

Name of job: _____ Quantity: _____

Deadline (provide a specific date): _____

Standard turnaround is 10 business days; based on the job, turnaround times may vary.

Job description: _____

File(s) provided how: _____

We accept the following file types: Quark XPress; Adobe InDesign, Illustrator or Photoshop; Microsoft Word, Excel or PowerPoint; image files (ai, eps, jpg, png, tif). **If your file is in a different format or program, please email um.printing@maine.edu or call 207.581.3767.**

Finished job dimensions: _____ Number of pages: _____

Paper: Text weight Cover weight Wide Format Vinyl Cling Other: _____

Color: Full color Black ink only Spot color

Proof: Proofread Match to sample No proofreading (*I understand that I am responsible to ensure there are no errors in the file.*)

Finishing: Collate Cut Pad 3-hole punch Laminate Shrinkwrap Mailing Staple (70 pages max)

Binding _____ Fold (specify) _____ Grommets Banner ups Framing (specify type) _____
(*ie., Comb, coil, wire, tape*) (*ie., in half, in thirds, in quarters*)

Other _____

Delivery: Call for pickup Campus delivery: _____ Off-campus mailing: _____

Special Instructions: