

Important: Please complete all sections so your job may be processed quickly and accurately. Include the document or rough layout of the job (via disk, email, master copy, etc.) **One document per form!** *This form can also be downloaded from our website www.creighton.edu/varsitypress. Red fields are required information! When completed go to file and print!*

Department Name:	Fund – Organization #'s:	Program / Activity Code(s):
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Contact:	Phone:	Fax #:	Check One: <input type="checkbox"/> Call for pick-up <input type="checkbox"/> Send to Mail Center <input type="checkbox"/> Delivery
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Today's Date:	Document Name / Description: Please enclose sample	Bldg _____
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Date Needed:	Special Instructions	Rm # _____
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<p>Ink Color <input type="checkbox"/> CU blue <input type="checkbox"/> black <input type="checkbox"/> full color <input type="checkbox"/> Special Ink Color _____</p> <p>Original: <input type="checkbox"/> Reprinted, no revisions since last printing <input type="checkbox"/> Draft provided, changes indicated <input type="checkbox"/> NEW, camera-ready artwork attached <input type="checkbox"/> NEW, artwork sent electronically: <input type="checkbox"/> E-mail <input type="checkbox"/> disk/CD provided <input type="checkbox"/> Print Queue <input type="checkbox"/> copy in VPSHARED</p> <p>Copy: <input type="checkbox"/> As is (mixed 1 and 2-sided) <input type="checkbox"/> Print one side only <input type="checkbox"/> Print both sides</p>	<p>Number of Pages per Original/Set</p> <hr/> <p>QUANTITY <input type="checkbox"/> number of pads _____ <input type="checkbox"/> carbonless sets _____ <input type="checkbox"/> sheets _____ <input type="checkbox"/> sets _____ <input type="checkbox"/> total when cut _____ <input type="checkbox"/> _____ of 500 (ream/pkg./box)</p>	<p>PAPER TYPE <input type="checkbox"/> regular <input type="checkbox"/> weight _____# <input type="checkbox"/> cardstock <input type="checkbox"/> envelope 2 part-1 ream is 250 sets <input type="checkbox"/> NCR (carbonless) 3 part-1 ream is 167 sets <input type="checkbox"/> 2 part <input type="checkbox"/> 3 part _____ part <input type="checkbox"/> Nekoosa letterhead <input type="checkbox"/> Neenah 25% cotton letterhead <input type="checkbox"/> Avon White Linen <input type="checkbox"/> other _____</p>
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<p>PAPER SIZE <input type="checkbox"/> 8½ x 11 <input type="checkbox"/> 8½ x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> cut to size _____ <input type="checkbox"/> 12 x 18 <input type="checkbox"/> tabs _____ per set <input type="checkbox"/> panel card _____ <input type="checkbox"/> matching envelope</p> <p><input type="checkbox"/> No. 9 envelope <input type="checkbox"/> regular <input type="checkbox"/> window <input type="checkbox"/> No. 10 envelope <input type="checkbox"/> regular <input type="checkbox"/> window <input type="checkbox"/> 6 x 9 envelope <input type="checkbox"/> open-end <input type="checkbox"/> open-side <input type="checkbox"/> 9 x 12 envelope <input type="checkbox"/> open-end <input type="checkbox"/> open-side <input type="checkbox"/> 10x13 envelope <input type="checkbox"/> open-end <input type="checkbox"/> open-side</p> <p><input type="checkbox"/> _____ envelope</p>	<p>PAPER COLOR <input type="checkbox"/> white <input type="checkbox"/> buff <input type="checkbox"/> ivory <input type="checkbox"/> blue <input type="checkbox"/> canary <input type="checkbox"/> lilac <input type="checkbox"/> green <input type="checkbox"/> goldenrod <input type="checkbox"/> pink</p> <p><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <p style="text-align: center;"><i>Visit our web site for to view our wide variety of color paper selection!</i> http://www.creighton.edu/VarsityPress</p>	<p>BINDING / FINISHING <input type="checkbox"/> drill _____ 2 hole _____ 3 hole <input type="checkbox"/> fold _____ text in _____ text out _____ ½ _____ ⅓ _____ other <input type="checkbox"/> pad _____ 25's _____ 50's _____ 100's <input type="checkbox"/> booklet (collate, staple and fold) <input type="checkbox"/> collate only <input type="checkbox"/> collate and staple <input type="checkbox"/> perforate <input type="checkbox"/> score <input type="checkbox"/> consecutive numbering <input type="checkbox"/> binding <input type="checkbox"/> Continuous coil _____ <input type="checkbox"/> Plastic Comb _____</p>
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<p>FOR VARSITY PRESS USE ONLY</p> <p><input type="checkbox"/> Photocopies _____ # of impressions</p> <p><input type="checkbox"/> Color Copies _____ @ _____ _____ items per sheet</p> <p><input type="checkbox"/> Press _____ black _____ blue _____ special color _____ 2 color _____ sides printed <input type="checkbox"/> Plates _____ paper _____ metal <input type="checkbox"/> Film _____ in house _____ outside</p> <p><input type="checkbox"/> Typeset _____ <input type="checkbox"/> Creative Services</p> <p><input type="checkbox"/> Layout _____ minimum</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> PROOF APPROVED _____</p>	<p>Date Received</p> <hr/> <p>Date Completed</p>	<p>Job #</p>
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