

Clear Form

AgriLife Copy Services Request Form - D19

Copy Services Use Only
Date Received _____
Job Number _____

Job title TWRI Annual Report brochures Date 04/09/2018

Proof Required: Yes No _____ Electronic file name TWRI_2017_AR_brochure... E-mail Disk/CD _____

Dept. Tx Water Resources Institute Quantity 80 Number of pages _____ Finished size _____

Billing Address 578 Kimbrough Blvd, 2260 TAMU Account# 06 - 240085 - 89530 PO# _____

College Station, TX Contact Person Sarah Richardson Phone 862-7139

Date needed 04/13/2018 Deliver Proof to: Building AgriLife Services Room 245

PRINTING INSTRUCTIONS

Cover

Separate Cover: yes _____ no _____
Print one side _____ print two sides _____
Paper: Type _____
Weight _____
Color _____
Ink(s): Color _____
Special instructions:

Inside Text

Print one side _____ Print two sides
Tabs: Type _____ Bank _____
Dividers _____
Paper: Type 32#
Weight _____ Color _____
Ink(s): Color _____

Wide Format / Poster Printing

Size: Width _____ x _____ Height _____
Paper type: _____
Laminate: ___3ml ___5ml ___10ml
Mount on foamcore: ___White ___Black
Mount on Retractable Banner Stand: _____
Special instructions:

BINDING INSTRUCTIONS

Collate _____
Fold
Cut _____ Score _____
3 Hole Drill/Punch: ___ Large ___ Small
Perforate _____
Pad: _____ to a pad
Shrink wrap _____ per package
Tabbing: # _____ Where: _____
Laminate Pages _____ ml, ___ 8.5x11 ___ 11x17
trim laminate? ___ yes ___ no
Which pages? _____

Staple: corner _____ side _____
Saddle stitch _____
Plastic coil _____ Color _____ Size _____
Tape bind _____ Color _____ Size _____
Spine copy: _____
Fastback: ___smooth___suede, color _____
foil color: ___ silver ___ gold
Perfect: ___ Hardback ___ Paperback

DELIVERY INSTRUCTIONS

Mailing: A completed D-1222 Mail Service Request Form must accompany all mail delivery requests.

___ First Class Mail ___ Non-Profit Permit #83 (Extension) ___ Non-Profit Permit #215 (University)
___ Bulk/Non-Profit (Permit No.: _____ Type: _____ City: _____ State: _____ Authorization No.: _____)
___ Other (Explain: _____)

Packaging: _____ Deliver completed job to: AgriLife Services Building, Room 245