

# UTD Printing Services Reproduction Request

**Please attach sample or dummy**

Today's date EXHIBIT E13

Date needed \_\_\_\_\_

**Try to allow ten working days for completion of work**

\* Please note required (\*) information

Estimate # \_\_\_\_\_

**File Neg/Plate for \_\_\_\_\_ months.\***

*\*If left blank, we assume it is dated material and will not be reprinted.*

Authorized signature for budgeted acct \* \_\_\_\_\_ / \*

(Sign Name)

(Please Print Name)

Acct No:\*

\* Originator \_\_\_\_\_ Mail Station \_\_\_\_\_ Ext.: \_\_\_\_\_ Dept. \_\_\_\_\_

\* Job description and title: \_\_\_\_\_ \*Fax#: \_\_\_\_\_ Disability Statement needed?  Y  N

Equal Opportunity Statement needed?  Y  N

Self Mailer?  Y  N If No, see if you have enough env.

1 sided  2 sided

New  Revised  Reprint (no changes)

\* Quantity \_\_\_\_\_ \* Original size: \_\_\_\_\_ \* Previous Job # \_\_\_\_\_

**Design/Paste Up**

Instructions: \_\_\_\_\_

Dummy included  Camera Ready

**Camera/Stripping**

Instructions: \_\_\_\_\_

Stat (PMT, CopyProof)  Blueline Requested  Laser Copy Please include screen and printer fonts.

Disk enclosed for disk-to-negative output (Be sure to include hardcopy and dummy) Label disks w/name of program and your name.

PC Disk  MAC Disk Program used \_\_\_\_\_

*Printing Services Customer: Your regular printing schedule allows one day for proofing. Delay will occur if held longer.*

**Ink**

No. of colors \_\_\_\_\_  This job will be run through a laser printer  4-color process \*PMS=Pantone Matching System

**Ink:**  Black  UTD Green  UTD Orange  PMS\* \_\_\_\_\_  PMS\* \_\_\_\_\_  PMS\* \_\_\_\_\_

Instructions: \_\_\_\_\_

**Paper Selection:**  Letterhead (Black Ink only)  3-color letterhead

Weight (Cover or Text)	TYPE/BRAND OF PAPER	COLOR

Cover  
 Inside  
 Inside

Carbonless:  2 part (W,Y)  3 part (W,Y,P)  4 part (W,Y,P,Go)  5 part (W,Gr,Y,P,Go)

Envelopes: Type:  Window  Regular Color: \_\_\_\_\_

Size: 9 10 A2 A6 6X9 6.5X9.5 9X12 Other: \_\_\_\_\_

**Bindery** (Attach sample of finished item) Size of finished item: \_\_\_\_\_

collate  pad: \_\_\_\_\_ sheets per pad  final size \_\_\_\_\_

staple upper left \_\_\_\_\_  pad at:  top  left  right  GBC (spiral) bind

saddle stitch & fold \_\_\_\_\_  fold - printing inside if 1 sided  Perfect bind (like catalogs)

side staple \_\_\_\_\_  letter fold  score

drill: \_\_\_\_\_ hole  accordion "z" fold  perforate: location \_\_\_\_\_

cut: cut size: \_\_\_\_\_  double parallel fold  shrink wrap: \_\_\_\_\_ sheets/pkg.

center fold  numbering/start# \_\_\_\_\_

Ink Color  Red  Black

**Delivery**

Deliver completed work to: (Name) \_\_\_\_\_ Bldg. \_\_\_\_\_ Rm# \_\_\_\_\_

Alternate Contact: (Name/Address) \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Billing</b>
Total _____

PS Job No. \_\_\_\_\_  
Rec'd \_\_\_\_\_