Prairie Lakes Area Education Agency
PRINTING PRODUCTION FORM

P.O. Box 802, 500 NE 6th St., Pocahontas, IA 50574
866-540-3858, ext 2056 • FAX (712) 335-5870

Allow at least…
2 weeks for printing
3 weeks for graphics/ printing
4 weeks for graphics/ printing/coil bind

OFFICE USE ONLY
Job Number

Date Received

AM 48728 9/09

Requests for duplicating copyrighted material must be accompanied by a copyrighted release from the producer.

Please include a statement for giving credit for duplicating materials created by someone else.

Date _____ P.O. Number _____

School Building or Location _____ **Building Number** _____ **Route Number** _____

Requested by _____ Email Address _____

Authorized by _____ Title of Authorization _____

Bill to _____ Ship to _____

School Telephone Number _____ School Fax Number _____

Title of Job to be Printed _____

Production Information

Date Needed _____ Total Number of Pages _____

☐ Hard copy sample enclosed

Number of Copies Needed _____ ☐ Printed One-sided ☐ Printed Two-sided

Platform created on ☐ Mac ☐ PC

Paper Stock _____ Paper Color _____

Software and version used

Cover Stock.. ☐ Yes ☑ No *Cover Color* _____

Color of ink(s) _____

Finished size.. ☐ 4.25" x 5.5" ☐ 8.5" x 5.5" ☐ 8.5" x 11" ☐ 8.5"x 14" ☐ 11" x 17" ☐ Other _____

Bindery Services

☐ Cut
☐ Fold
☐ Collate
☐ Staple on the side
☐ Saddle Stitched
☐ Staple upper Left
☐ Pad _____ Sheets per Pad
☐ Hole Punch (circle one).. ☐ 1 ☐ 2 ☐ 3
☐ Coil Bind
☐ Comb Bind...State Color _____
☐ Special Requests
☐ Return.. ☐ Originals ☐ CD/ DVD

OFFICE USE ONLY

Graphic Services

Due out of Graphics:	Minutes/Number	Cost
Typesetting:		
Graphic Labor:		
Proofread Date:		
Notes: Laser Copies		
Photocopies		
Color Copies		
Other:		

Out of Graphics: Graphic Total $

Bindery Services

	Min./Hrs.	Cost
☐ Cut		
☐ Fold…☐ half ☐ thirds ☐ other		
☐ Collate		
☐ Hole Punch…1 2 3 ☐ Coil Punch		
☐ Pad…Quantity _____ Sheets/Pad		
☐ Binding ☐ Comb ☐ Coil Size:		
☐ Saddle ☐ On Side ☐ Upper Left		
☐ Other		
☐ Out of House…date due back		

Bindery Total $

Prepress Services

	Quantity	Unit Cost	Total
Plates			
Plastic			

Prepress Total $

Printing Services

☐ Xerox …☐ Color ☐ 4110

Operator: Impressions:

❑ 360 …Operator: Impressions:

❑ Ryobi …Operator: Impressions:

Out of Printing: Printing Total $

Date Completed: Total Cost $