

DIGITAL PRINTING ORDER FORM

3555 River Road – Printing Office
 Phone: 225-578-2017 • Fax: 225-578-2807
 Email: printing@lsu.edu • www.lsu.edu/pas

CIRCLE process or COMPLETE as necessary for accurate production on your order

Contact Name		Department Name	Incoming Date	Due Date
Day Phone		Cash/Check/Budget Code/P.O.		Pick up or Deliver
Cell/Evening Phone		Fax	Delivery Address	
Email		Job Name	Mailing Services Consulted and Reviewed by: _____	
Quantity [total number of finished pieces]			Copyright <input type="checkbox"/> Claim Attached <input type="checkbox"/> Not Applicable	

Proof YES / Proof to: _____ NO / Please Initial: _____ **Sample Provided** Hard Copy PDF None

Material / Media Provided
 Print from: Hard Copy Floppy Zip CD File Emailed Other File Name: _____ PC / Mac

Number of Originals Enter Number of Pages: B/W _____ COLOR _____ BLANK _____ TOTAL _____


Print Spec's	Paper Color	Weight	Paper Size Choose From: 8.5x11, 8.5x14, 11x17, 12x18, 13.75x18.5	Print On	Ink Color
TEXT _____	_____	# _____	_____ X _____	Front / Back / Front & Back / Blank	B/W / Color / Both
COVER _____	_____	# _____	_____ X _____	Front / Back / Front & Back / Blank	B/W / Color / Both

_____ COLLATE _____ INSERT SLIPSHEET between each set _____ Do Not Collate into sets


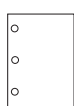

NCR Form 2 part 3 part 4 part **Tabs** Number of Tabs per book: _____ **Tabs Print in:** B/W Color Blank

Fold  Half  Letter  Z-Fold  Double Parallel  French  Engineering

Bind Coil Comb Velo Front Cover: Clear Black Blue Maroon Back Cover: Clear Black Blue Maroon

Machine Bind Top Left Staple  Landscape Staple  Book Staple  Saddlestitch (Staple on Spine)  Perfect Bind (Glue on Spine)  **Hard Back Binding** Is material over 1" Thick? Yes OR No Cover Color: Black OR Blue

Foil Stamp Gold OR Silver **Stamp:** Cover Spine Both **Attach Form for Text to be Stamped**

Other Layout is: 2up 3up 4up ____up 	Finished Size Trim to: _____ x _____ Yield: _____	Drill Standard 3 Hole Indicate Placement 	Perforate or Score Indicate Placement 	Pad Sheets per Pad: 50 OR 100 Number of Pads: _____
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Additional Information **NexPress Overcoat**
 Flood Gloss Overcoat
 Flood Matte Overcoat
 Spot Matte Overcoat