



# Design and Print Services Order Form

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**THIS FORM IS FOR all new orders requiring any amount of design or typesetting, or for re-orders on projects previously designed or set-up by our department. If your document has been created by you/your department and is ready to print, please use the Minot State COPY CENTER FORM.**

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_

Requested by \_\_\_\_\_ Phone \_\_\_\_\_

Department/Division/Office \_\_\_\_\_

Fund No. \_\_\_\_\_ Dept. No. \_\_\_\_\_ Project or Program No. (if applicable) \_\_\_\_\_

Job Description & PURPOSE \_\_\_\_\_

Quantity \_\_\_\_\_ Type and/or Color of Paper \_\_\_\_\_

Color(s) of Ink:  Black  Full Color  Standard University Colors Other \_\_\_\_\_

Fold:  letter  half  tri-  z-  double parallel  other \_\_\_\_\_

Collate  Cut  Pad  Corner Staple  Booklet (2 staples in center)  Coil Bind

Other binding instructions: \_\_\_\_\_

- New Order — please design and send me a proof.
- Reorder — no changes, ready to print as is (sample attached)
- Reorder — please make the changes indicated and send me a proof.

**IMPORTANT:** You MUST CHECK the boxes below & SIGN this form before we will print your document.

- I understand that it is my responsibility to check for spelling and grammatical errors.
- Any graphics, photos, clipart or text that I have furnished to Design and Print Services to use on this project are NOT copyright protected (such as graphics downloaded from the internet that have not been purchased, photos from professional photographers \_\_\_\_\_ without a print release, etc.).

Signature \_\_\_\_\_

*For an e-signature, please type your full name*