


Today's Date	Date Needed	IMC Job # (Office Use)
--------------	-------------	------------------------



Creative & Printing Services Work Order

Creative & Printing Services include both design and printing. Requestor must provide sufficient information and materials for designer to complete the project. Complex print jobs may be outsourced off-campus.

Requested by _____ Department _____ Ext. _____

Charged to (If different than Department listed) _____ Account Number _____  **DON'T FORGET!**

Project Description _____ **Number of Copies** _____

Please ensure that all copyrighted materials have been approved for your use.

Don't forget to supply the following for the IMC. Lack of these materials may cause unnecessary delays.

- Logos (other than the college)
- All Photos
- Any Special Illustrations
- Text as a Word Doc
- Text emailed as a Word Doc

Copies

- Black & White
- Color

Sheet Size

- 8-1/2 x 11
- 8-1/2 x 14
- 11 x 17

Paper

- White paper
- Colored paper
(Specify) _____
- White card stock (Index)
- Colored card stock (Index)
(Specify) _____
- CC Letterhead
- Other stock as arranged

Services

- Single-sided
- Back-to-back
- 3-hole punch
- Collate only
- Collate & staple
- Fold: half letter other
- Cut to size ____ x ____
- Glue into tablets
- Spiral binding
- Laminate _____ ft.
- Mount on foam core _____ 20x30 sheets



There is a three week lead time from submission of work orders to first proofs. Plan appropriately for your needs.



Division V.P. or Dean's Signature (needed for ALL creative services): _____

Special Instructions: _____

Job Notes (Office Use Only) _____

Estimate: _____ Date: _____

Date Completed: _____ **Paper Total:** _____ **Impressions:** _____

Please ensure that all copyrighted materials have been approved for your use. After filling out the form, click the Save As button below. Make sure you add your initials or name to the file name displayed and click Save. Attach your form to an email and send to: ccimc@yosemite.edu. If you change your mind and would like to start again, simply click the Clear Form and fill in the new info.