



Cost at printers: _____

Cost in-house: _____

Communications Department Print Project Checklist

Project title _____

Submitted _____ Deadline date for Distribution _____

Department submitting project _____

Charge numbers _____

Ordered by _____ Delivered to _____

PO# _____ Check required _____

Name of piece _____

Job description _____

Paper size _____ Double sided _____ Single sided _____

Quantity _____ Paper color _____ Paper 20lb _____ 60 lb _____

Ink 4 color _____ Black _____

Folded _____ Perforated _____ Tabbed _____ Saddlestitched _____

Mailed from Printer _____ If yes, mailing list required? _____

3 weeks minimum to print start to finish.