PUR 302-03E

ARIZONA STATE UNIVERSITY

Creative Communications Group
Graphic/Printing Request

Date 01/02/98
Prepared By Jane Doe
Estimate Due Date 01/28/98

Valued Customer Jane Doe
Contact Person
Department Purchasing
Fax 5-????

Project Title Salary Reduction Agreement

SPECIFICATIONS

Quantity 500
Flat Size 8½ x 11
Finished Size 8½ x 11

Color Scans
BW Scans

Cover Bleed
Top Left Right
Bottom Left Right

Inside Bleeds
Top Left Right
Bottom Left Right

Camera Ready Art
Furnished
By CCG

Project Coordinator

Paper (Cover) White
Brand/Finish
Weight
Class (bond, book, cover or text)
Color

Paper (Inside) #2 yellow, #3 pink
Brand/Finish
Weight
Class (bond, book, cover or text)
Color

Ink Color(s) (Cover) black

Ink Color(s) (Inside) black

Bindery/Finish

Graphics

Comments Please duplicate per attached sample.

Deliver to Jane Doe Purchasing Ritter B101
Name Department Building Room

☐ Estimate ☐ Production Order

Graphics
Print/Bindery
Copying
DocuTech

TOTAL

Estimates are approximate pending CCG’s review of all submitted material at time of order placement. When ready for production, attach this estimate to your completed Printing Request Form. Or just apply an authorized approval signature and the following billing information directly to this form. Client changes will carry additional charges.

Jane Doe

FM 760005 Rev 12/96

White - Master Green - Accts. Pink/Canary - Printing Gold - Client