

Publications Work Order

C&PR Section	Job Number: <input type="text"/>	Received on: <input type="text"/>
Copy due: <input type="text"/>	1st proof due: <input type="text"/>	To Printer: <input type="text"/>

Client Section

Please fill out this work order online and email to the director of publications by clicking the submit button. **Please complete the entire form before submitting.** Hardcopy of the work order should be sent to Box 422, attention Jerold Wikoff. Please submit copy and images electronically with the work order or send them on a CD via campus mail. We cannot accept Publisher files or photos attached to a Word document. Photos for print projects need to be 300 dpi at the size to be used. Please provide samples when possible. **Production will not start until all text and images are received.** Most jobs require 6 – 8 weeks. If you have any questions, please contact the director of publications at (717) 337-6803 or jwikoff@gettysburg.edu.

New Job
 Reprint (exact)
 Reprint (with changes)

General Information

Today's date: <input type="text"/>	Delivery date: <input type="text"/>	Mail date: <input type="text"/>
Project title: <input type="text"/>	Department: <input type="text"/>	
Name: <input type="text"/>	Title: <input type="text"/>	
Phone: <input type="text"/>	Email: <input type="text"/>	Box number: <input type="text"/>

Project Information

Quantity: <input type="text"/>	Budget: <input type="text"/>
Project description: printed material(s) <input type="checkbox"/> collateral material(s) <input type="checkbox"/> web <input type="checkbox"/> other: <input type="text"/>	
Other components of the project: <input type="text"/>	Intended audience: <input type="text"/>
Project goal: <input type="text"/>	
Photography: Photos for print projects are available at the PR image gallery . Please list the serial number of the images you want to use below. <input type="text"/>	

Mailing Information

Mailing: self-mailer <input type="checkbox"/> with envelope <input type="checkbox"/> other: <input type="text"/>
Mailing indicia: first class <input type="checkbox"/> nonprofit <input type="checkbox"/> bulk <input type="checkbox"/> other: <input type="text"/>
Mailing services: IKON: <input type="checkbox"/> Graphcom <input type="checkbox"/> other: <input type="text"/>
<i>Clients are responsible for making all arrangements with mailing services at least two weeks before the delivery date.</i>

Additional Information