

EBR Stationery, business cards, forms, and apparel must be ordered through the Printing Services' website. Please provide a print ready PDF version of the file associated with this form when emailing it for submission. Be aware, if you need design work done, contact the graphic design team in the Communication Department. Allow five business days for printing.

**For Office Use Only**

## Customer Information

(Department/School)	(Project Name)	(Date Needed)
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(Employee Requesting)	(E-Mail Address)	(Telephone Number)
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<b>Quantity</b>	No Proof Required Proof Required	Customer Pickup Delivery	----- (Funding Account To Charge)
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### Book Printing

**Saddle Stitched Book**  
FOLDED WITH TWO STAPLES IN THE CENTER OF THE SPINE

Finished Size		Cover
Portrait 5.5X8.5	Landscape 5.5X8.5	B&W Color
7X8.5		One-Sided
8.5X11		Two-Sided
Inside		Self Cover Coated Cover UV Gloss Coat Outside
B&W Color		
Coated Text		
Uncoated Text		

### Basic Printing

**Finished Size**  
 " X "

**PRINTING**

B&W Color
One-Sided Two-Sided
Paper Type
Uncoated Text Coated Text Uncoated Cover Coated Cover UV Gloss Coat One Side UV Gloss Coat Both Sides Carbonless Other/Special
A2 Envelope - (4 ¼ x 5 ½ Inserts)
A7 Envelope - (5 x 7 Inserts)
A9 Envelope - (5 ½ x 8 ½ Inserts)

(Authorizing Signature)

### Large Format Printing

Design at the actual size for the best printing results.

Contour cutting will require the graphic design team in the Communication Department to design your file.

Custom Size Items	Fixed Size Items
<b>Finished Size</b> " X "	
<b>Material</b>	
Poster Paper Removable Wall Decal Removable Floor Decal Magnet Foam Board Expanded PVC Aluminum Composite Acrylic Banner Mesh Banner Perforated Window Film	Roll-Up Stand & Graphic Roll-Up Stand Graphics Only A-Frame & Graphics White A-Frame Black A-Frame A-Frame Graphic Only Parking Sign Parking Tag Yard Sign Include H-Stakes One-Sided Two-Sided 3" Round Buttons

### Coil Bound Book

A SPIRAL COIL ALONG THE SPINE

Front Cover	Back Cover
B&W Color	B&W Color
One-Sided Two-Sided	One-Sided Two-Sided
Coated Cover UV Gloss Coat Outside	Blank Coated Cover UV Gloss Coat Outside Black Vinyl
Inside	Finished Size
B&W Color	Portrait 5.5X8.5
Coated Text Uncoated Text Tabs	Landscape 5.5X8.5 8.5X11 11X8.5

### Perfect Bound Book

AN ADHESIVE SPINE COMMONLY REFERRED TO AS A SOFT BACK BOOK

Finished Size		Cover
Portrait 5.5X8.5	Landscape 5.5X8.5	B&W Color
7X8.5		One-Sided
8.5X10		Two-Sided
Inside		Coated Cover UV Gloss Coat Outside
B&W Color		
Uncoated Text		

**Folding**

Half Fold Letter Fold Z Fold Special
Finishing
Corner Staple Double Staple 3-Hole Punched Slip Sheets After Set(s)
Pad in sets of 25                      100 50                      200 Total Pads

### Promotional Items

If you would like to order promotional items please call our office at 225-273-1319

### Additional Notes

Communicating? **PRINT** matters!