A-24 INSTRUCTIONS
If you have any questions with the following instructions, please contact
Printing & Imaging at (360) 664-4343.

Customer Information

Agency - Enter the three letter (alpha) code of your agency – for example, DES for the Department of Enterprise Services.

Division/Section - Enter the name of the division or section within your agency requesting the job.

Agency Number - This is the number assigned to your agency. If you do not know your agency number, contact your Customer Service Representative (CSR) by calling the receptionist at (360) 664-4343.

Agency Approval - Provide a signature from a supervisor or manager within your organization. If no additional approval is needed leave this area blank.

Cost Code - Customers with smaller cost codes can us this box. Customers with longer cost codes can use the "AFRS Codes" below.

Date/Time Needed - Enter the specific date and time of day when you wish the order be completed and back to you. Putting "ASAP" in this box is not recommended as this will place your order in the production schedule after those with specified dates.

Print Job Title - Enter the name of the project being printed.

Ordered By -Enter the full name of the actual person requesting the job.

Phone -Enter the phone number of the person ordering the job and who to contact when the job is done, or if we have a question about the job.

Deliver/Ship Completed Job To - Enter full street address where you would like us to deliver the order. Include the street address, building name, floor, wing, and room number. Do not use a mail-stop or post office box.

Additional Delivery Options -If you wish to pick up your job, or if the department is mailing the pieces, check the appropriate box and follow indicated directions.

Return Originals/Proof To - If originals are to be returned to a different location than the ship to address, list name and address here.

Job Information

Job Type -"New" is a job that has never been submitted previously. "Revised" is a job that has been printed previously and is being revised and ordered again. "Reprint" is a job that is on file with the Department of Printing and is being printed again with no changes.

Sample Provided -Check this box if you are providing a complete mock-up (dummy) of the final job including type of paper and all finishing requirements. An original would not be considered a sample.

Proof Required -Check this box if you want to see, and approve, a finished copy before it is run.

Ink Colors Side One – Check the appropriate box for black ink or specify color copies or or color ink. If you check the other box, be sure to specify the pantone number of the ink to be used. Reflex Blue is a commonly used shade of blue, and 347 Green is the standard state color of green. If you are unsure about what ink color to use, our production planning staff will be happy to assist you.

Number of Originals - Enter the number of sheets submitted for the order, if two sided multiply times two.

Copies Needed - Enter the number of finished copies needed. Example: If you have an original with four identical images on it and you need 1000 finished pieces you would put down 250 copies, or put down 1000 and mark other and write in the finished size.

Sides Printed -Check the appropriate box. If the job is to be printed on both sides (duplex), indicate the way you wish the duplexed copy to read.

Paper Size, Paper Color, and Weight of Paper – Check or circle (as indicated) the standard paper size, color and weight. If non-standard please provide a sample of size, color (and name of color, if known), and weight of paper to be used.

Finishing

Staple Options - If copies are to be stapled, specify the location and number of staples.

Folding Options -Indicate the type of fold, or provide a sample of the finished, folded product.

Cutting - Enter finished size of printed piece if it is to be cut down from standard stock dimension. Please type or print the size starting with the width then the height.

Padding Options - If copies are to be glued into pads, specify which edge and the number of sheets per pad; also check box if chipboard is wanted. Fan apart adhesive is used if a multiple-ply carbonless form is to be printed and glued into single sets. This kind of adhesive only works on carbonless paper, and is different than that used in padding.

Punch Options - Specify the number of holes and their location on the page.

Binding Options - If you would like the copies to be bound into a book form indicate the type of binding to be used and which edge of the book is to be bound.

Laminating - If the copy is to be laminated, indicate the size and thickness of the lamination; also whether or not you want it encapsulated. Encapsulate means to leave a border of laminate around the edge. With a full trim you run the risk of having the laminate split apart.

Perforations - Indicate whether or not the final copy is to be perforated, the size and the location of the perforation. Provide a sample if available, or contact your CSR to discuss perforation options.

Numbering - Indicate whether or not the final document will include page numbering, the location on the page, the ink color and the starting number. Provide a sample of the final numbered document when available, or contact your CSR to discuss numbering options.

Special Instructions - Use this space to enter any other information pertaining to the job.