EMPORIA STATE
UNIVERSITY

DESIGN FOR PRINT REQUEST

This form is to request design work from MMR. If you only need printing, please contact University Copy Center directly.

Today's date:_____ Contact name:_____

Delivery date:_____ Department:_____

Deliver to:_____ Telephone:_____ ○ state
name

_____ Index #:_____ ○ local/foundation acct.
building & room # only if printing at UCC

Job Title:_____

○ new request ○ reprint/no changes_____ ○ reprint/with changes_____
previous job # previous job #

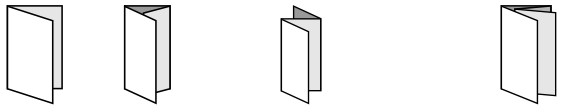
○ design only PDF ○ design only for web:_____
social media, email, etc.

Quantity:_____ ☐ print 2 sides ☐ bleeds

Flat size:_____ Folded size:_____ # of pages:_____
if applicable

○ color ○ b&w Special finishes:_____
optional - aqueous coat, varnish, etc.

Paper stock:_ choose... ☐ separate cover: choose...



Fold: ○ half ○ letter ○ accordion ○ double parallel ○ special:_____

Binding: ○ saddle stitch (stapled) ○ perfect bind (glued) ○ spiral ○ special:_____

Finishing: ☐ perforate ☐ score ☐ die cut ☐ laminate ☐ NCR:_____

☐ pad:_____ ☐ number:_____ to_____

Clear Form

Additional comments, instructions, etc.:

Need help filling out the form? Call Kate @ x5454 or email (kkreiman@emporia.edu)

Completed forms should be emailed to Kate Kreiman (kkreiman@emporia.edu)

All content should be emailed to Ryan O'Meara (romeara@emporia.edu)