



PUBLICATIONS REQUISITION FORM

Date Submitted: _____

Department: _____

Account/Number: _____

Contact Person: _____

Phone: _____ **Email:** _____

Intended Audience: _____

PUBLICATION:

I request layout and design from Publications
(free service provided to UT Martin departments)

I am attaching a proof for review and approval only.
(No design or other services requested.)

Title: _____

Is this a job for print duplicating in your offices
 duplicating PDF only?

If print/copy, do you need a PDF as well? yes no
(If yes, make sure you provide an email address above.)

1 or 2 sides printed? New or Reprint?
(If reprint, date of last publication) _____

Publication size unfolded: _____

Publication size folded: _____

Number of pages: _____

Ink color(s): _____

Paper weight & color: _____

for books: body _____

cover _____

special coating: _____

Finishing: stitched/stapled folding

Binding: perfect or spiral?

Bulk mail stamp needed? _____

How many do you need?

NOTES:

FOR PUBLICATIONS OFFICE:

To press by _____

Delivery date _____

Duplicating needed (outside of department)

Print on or off campus?

If off campus, by whom? _____

Quoted Cost of Publication: _____

NOTES:

Publications Approval by/date

PUBLICATION NUMBER

PURCHASING INFORMATION

Actual Cost of Publication: _____

Bid Number (if outside printer): _____

Name of Outside Printer: _____

Printer Address: _____

Purchase Order Number: _____

Purchasing Approval by/date

*Purchasing Office will distribute approved copies:
White-Purchasing; Canary-Printing; Pink-Publications;
Gold-Department*

Client Statement: I have proofread and reviewed the final proof provided to me by Publications and approve the job for press.

Name Date

Note: Job will not be sent to press without a signature.

DEADLINE FOR DELIVERY:

This line is required. _____