



kentuckyDESIGN&PRINTservices

(e) print@ky.gov

KYTC - Graphic Design & Printing
200 Mero Street, Frankfort, KY 40622
(p) 502-564-3880
(f) 502-564-6849

print.ky.gov

KCI - LLCC Printshop
1612 Dawkins Road, La Grange, KY 40031
(p) 502-222-9058
(f) 502-222-4024

REV 10/16

Design/Print Request (Red highlighted areas MUST be filled out)

Date _____ Due Date _____

Agency _____

Contact Person _____

Phone _____

Email _____

**ESTIMATES
MUST
ACCOMPANY
PRINT
REQUEST!**

Proof Required (If no, customer assumes responsibility for contents of final product and must sign here.)

☐ Yes ☐ No Signature _____

ADD PROOF CONTACT IF DIFFERENT FROM ORDER CONTACT

Disclaimer: This printing transmittal has been reviewed and all information needed has been checked. Copyright clearance has been obtained where necessary by the customer. * **Proofs are sent to ensure that information and layout are correct to customer specifics.** When approval to print has been given by the customer we proceed with the printing order as proof being correct. Any incorrect information found after the job has been printed is **NOT** the responsibility of KDPS. * **Any job that is canceled after a confirmation has been received is subject to the cost for the work that has already been applied to that request.** (ie: paper stock, layout time, other materials or print time if applicable). If submitting order from previous estimate, please attach quote. * **Estimates only valid for 60 days.**

Project Description

☐ NEW ☐ REVISED ☐ EXACT REPEAT

| # of Pages | # of Copies | Front & Back | Finish Size | Paper Color | Paper Stock |
|------------|-------------|--------------|-------------|-------------|-------------|
| | | | | | |

Paper Stock Options: 60 lb Text - 110 lb Text - Gloss Text - Cover - 80 lb Linen

Paper Color Options: White - Cream - Blue - Green - Yellow - Pink

☐ B/W
☐ Color
☐ Ink _____

Notes and additional information:

☐ **Delivery to Frame Shop** ** ONLY if Frame Order Form is attached and arrangements have been made by customer **

Delivery Address _____

Delivery Confirmation

Signature _____ Date _____

| | KDPS | KCI |
|-----------|------|-----|
| Job # | | |
| Date Rcvd | | |

Funding Strip ** REQUIRED **

E-Mars template

Department

Fund

Unit

Object

Function

Other

Finishing Options Check all that apply

| | | | |
|--------------------------|---------------|--------------------------|------------------|
| <input type="checkbox"/> | Fold | <input type="checkbox"/> | Mount Foam Board |
| <input type="checkbox"/> | Perfect Bind | <input type="checkbox"/> | Laminate |
| <input type="checkbox"/> | GBC | <input type="checkbox"/> | Grommet |
| <input type="checkbox"/> | Spiral Bind | <input type="checkbox"/> | Photography |
| <input type="checkbox"/> | Saddle Staple | <input type="checkbox"/> | Burn to Disk |
| <input type="checkbox"/> | Staple | <input type="checkbox"/> | Shrink Wrap |
| <input type="checkbox"/> | Punch | <input type="checkbox"/> | Pad/# |
| <input type="checkbox"/> | Collate | <input type="checkbox"/> | Box |
| <input type="checkbox"/> | Perforate | <input type="checkbox"/> | Rubber Band |
| <input type="checkbox"/> | Cut | <input type="checkbox"/> | Numbering |
| <input type="checkbox"/> | Laser Safe | <input type="checkbox"/> | _____ to _____ |
| <input type="checkbox"/> | Outdoor Media | <input type="checkbox"/> | |
| Other | | | |

Cost

Design
Pre-Press
Printing
Bindery
Other
Impressions
Total
Date Billed