# kentuckyDESIGN&PRINTservices

(e) print@ky.gov
print.ky.gov

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

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

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

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

Date _____ Due Date _____

Agency _____

Contact Person _____

Phone _____

Email _____

☐ **ESTIMATE**

☐ **ORDER**

☐ **RUSH**
*ADDITIONAL CHARGES MAY APPLY*

## Funding Strip
** MUST be Completed **

| | |
|---|---|
| E-Mars template | |
| Department | |
| Fund | |
| Unit | |
| Object | |
| Function | |
| Other | |

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

☐ Yes ☐ No Signature _____

***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 90 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** _____

## Finishing Options *Check all that apply*

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

Other

## 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 _____

## Cost

| | |
|---|---|
| Design | |
| Pre-Press | |
| Printing | |
| Bindery | |
| Other | |
| Impressions | |
| Total | |
| Date Billed | |