



**FORM  
RESET  
BUTTON**

# kentucky**DESIGN & PRINT**services

Kentucky Transportation Cabinet - 200 Mero Street - Frankfort, KY - 40601



**JOB #** \_\_\_\_\_

**DATE REC:** \_\_\_\_\_

**FUNDING STRIP REQUIRED FOR BILLING PURPOSES** - KYTC Employees use "KYTC" in required fields

EMARS TEMPLATE	DEPARTMENT	FUND	UNIT	FUNCTION	OBJECT	OTHER

**25% RUSH FEE** if project is needed within 7 business days. CONTACT KDPS WITH ANY QUESTIONS

**DATE** \_\_\_\_\_ **DUE DATE** \_\_\_\_\_

**PROOF REQUIRED**

**Contact** \_\_\_\_\_

**YES**

**NO**

**Cabinet** \_\_\_\_\_ **Agency** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

## ENVELOPES

## BUSINESS CARDS

## DESIGN

## PRINT

## WIDE FORMAT

## ENGRAVING

## PROJECT DESCRIPTION

# of Pages	# of Copies	Front & Back		Color Options	Paper Stock	Finish Size
		YES	NO			

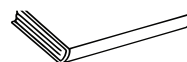
## FINISHING OPTIONS



**GBC**



**SPIRAL BIND**



**PERFECT BIND**

**GROMMET**

**PUNCH**

**RUBBER BAND**

**SHRINK WRAP**

**FOLD** \_\_\_\_\_ **STAPLE** \_\_\_\_\_ **LAMINATE** \_\_\_\_\_

**FOAM BOARD**

**PAD/#** \_\_\_\_\_

## NOTES & ADDITIONAL INFORMATION

## DELIVERY ADDRESS

**TOTAL COST**

## DELIVERY CONFIRMATION -- PRINT NAME & DATE

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ALL SECTIONS IN RED ARE REQUIRED IN ORDER TO PROCEED**

**USE BUTTONS BELOW TO SEND STRAIGHT TO EMAIL**

**REQUEST  
ESTIMATE**

**SUBMIT  
REQUEST**

**GENERAL  
QUESTIONS**

**ESTIMATE & REQUEST  
MUST BE SUBMITTED TOGETHER  
TO ENSURE PROPER BILLING**