



Advertising & Creative Services
1910 University Drive
Kearney, NE 68849

308.865.8134
unk.edu/creativeservices



COST CENTER NUMBER

Date _____ Person Ordered _____

DELIVERY LOCATION

Dept _____ Date Needed _____

Bldg _____ Room _____

Number of Originals _____ Copies Per Original _____

Total Copies _____

Special Instructions _____

PRINT REQUEST FORM

Please attach this form to your original or master to be duplicated before submitting to the Print Center.

Email it to **unkprintcenter@unk.edu** or fax it to **865-8100**

Help us help you! **Please complete ALL INFORMATION.**

Clearly circle instructions

SIZE

8.5 X 11 8.5 X 14 11 X 17

One Sided Front & Back

INK

Color Black TOTAL NUMBER OF PAGES _____

PAPER

**Standard white paper will be used unless otherwise specified*

Pastels*

- Blue
- Buff
- Canary
- Goldenrod
- Gray
- Green
- Ivory
- Lilac
- Orchid
- Pink
- Salmon
- Tan
- Turquoise

Astrobright Text*

- Celestial Blue
- Cosmic Orange
- Fireball Fushia
- Galaxy Gold
- Gemini Green
- Liftoff Lemon
- Lunar Blue
- Martain Green
- Orbit Orange
- Planetary Purple
- Pulsar Pink
- Re-Entry Red
- Rocket Red
- SunburstYellow
- Terra Green
- Terrestrial Teal
- Venus Violet

Astrobright Cover*

- Celestial Blue
- Cosmic Orange
- Fireball Fushia
- Galaxy Gold
- Gamma Green
- Gemini Green
- Liftoff Lemon
- Lunar Blue
- Martian Green
- Orbit Orange
- Planetary Purple
- Pulsar Pink
- Re-Entry Red
- Rocket Red
- SunburstYellow
- Terra Green
- Venus Violet

Cover - 65#*

- Blue
- Cream
- Gold
- Green
- White
- Yellow

Text - 70#*

- Birch
- Cream
- Gray
- Ice Blue
- Periwinkle
- White

*Also available
in 8.5 X 14 &
11 X 17

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BINDING

- Spiral
- Tape
- 3-Hole Punched
- Padding

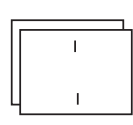
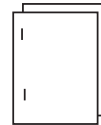
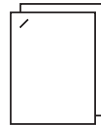
ASSEMBLY

- Collated
- Fold _____
- Uncollated
- Front Cover
- Back Cover
- cut # _____

MISCELLANEOUS

- Tabs
- Labels
- Laminated

STAPLE



AUTHORIZED SIGNATURE X _____