Keystone Area Education Agency
Division of Instructional Services
1400 2nd St. NW
Elkader, IA 52043–9564
Phone (563) 245–1480
WATS 1–800–632–5918

Production Request Form

151
06/03

Purchase Order # _____
or
Principal's Signature (only) _____

Requested By: _____ Date: _____

School: _____

Town: _____ Phone #:( ) _____

To be picked up by you _____ Deliver by van _____

Date Needed _____
(Please put a date - not asap)

For Office Use Only

Job Number
#
_____

Date Received _____ By: _____

Date Billed _____ By: _____

A.V. SERVICES INSTRUCTIONS:

___ Graphics ____ Photography ____ Transparencies

___ Dry Mounting ____ Video duplication ____ Audio tape duplication

___ Vacuforms ____ Signs or Posters ____ Microfilming

___ Lamination
(specify number and description of items under *Special Instructions* below)

Special Instructions: _____

Do you want a cost and time estimate for this job before it is produced? _____ Yes _____ No

Brief Description of Job: _____

PRINTING INSTRUCTIONS:

Number of originals: _____

Number of copies per original: _____

Print on paper size: 8 ½" X 11" _____

8 ½" X 14" _____

11" X 17" _____

Print on: One Side _____ Two Sides _____

Type of paper & color: _____

_____
(These are listed on the back of this form.)

Ink Color: _____

FINISHING INSTRUCTIONS:

____ Collate: (put pages in order)

____ Staple:

___ left corner

___ down the side with 2 staples

___ down the fold with 2 staples

____ Punch:

___ 3 hole

___ 19 hole

___ other, describe below

_____ Spiral Binders: Color: _____
(black, blue, red, green, white, brown)

_____ Cut:

___ in half ___ in fourths

___ other, describe below

_____ Fold: (explain type of fold below or include an example)

_____ Pad:

___ sheets per pad # of pads ____

___ across top ____ down side

Use cardboard backing? ____ Yes ____ No

FOR MORE INFORMATION: See the back of this form, look in the Production Catalog in your school, or call the Production Manager at 1–800–632–5918. Paper samples are in the Production Catalog available from your building's contact person.

Special Instructions: _____

BILLING SECTION (FOR PRODUCTION USE ONLY)

FUNCTION	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

White Copy - Keystone AEA Copy
Blue Copy - Instructional Services Copy
Pink Copy - Returned with completed job

_____ *Total impressions (for Production Use Only)*

DT75 _____ *DC490* _____ *Doc 12* _____

9810 _____ *360* _____

TOTAL COST _____