



Filling out the Print Request Form

Harrisburg District Center Printing Services
Dauphin County Library System
(717) 234-4961 x114 • fax: (717) 234-7479
email: printingservices@dcls.org



Project title

Name of your document (ex: NLW brochure) and type of item.

Program Request attached-*applies to DCLS libraries only* Is there a PRF associated with this project that may contain additional relevant information attached?

Project Description

Printing Services will now be providing a PDF proof for all projects being printed and/or designed in-house. Please make sure you check a box and provide us with the appropriate information. You will need to have Acrobat Reader installed on your computer to be able to view your document as a PDF.

PLEASE PROOF ALL DOCUMENTS CAREFULLY

Any changes needed on a document must be marked clearly and faxed back to Printing Services.

WE DO NOT ACCEPT CHANGES VIA EMAIL.

Reprint - No Changes Needed

Check this box if you are having an item that we have filed electronically reprinted without changes. Please make sure you attach a sample of the printed piece. If you are not sure if this document is electronically filed please call Printing Services.

Reprint - Changes Needed

Check this box if you are having an item that we have filed electronically reprinted that needs to have minor changes made on it. Please make sure you attach a sample of the printed piece and mark the changes clearly with red pen.

Ready-to-Print Document on Computer

Check this box if you have the document you want printed already set up on the computer. Please print a sample of your document and attach it to the print request form. Make sure you fill in as much information in this section as possible. Be aware that if you have a document set up in word we may reset it into QuarkXpress (page-layout software). Either way we will be sending you a proof of your document before we print it.

Software

We accept documents in Word 2000, Publisher 2000, QuarkXpress 6.0, Photoshop 6.0 and Illustrator 10. We are working with the PC operating system.

File Name

Please indicate the title you have given the file you are providing. This way it will be quicker and easier for us to find it among emails and on disks.

Fonts

Please provide the names of the fonts you have used in your document. If we do not have a font here we will call you and ask you to send that file.

Graphic Files

If you scanned an image in to your document we need to have the file of that scan along with your document. If you downloaded an image from the Internet or from the Word Library you also need to include these images with your document file. Please list the names of these files here.

File Supplied

Tell us how you sent the file, who you sent it to and the date you sent it.

Other items

These are items which are needed to complete the design of your document.

artwork or photos - Check this box if you are including photographs or artwork for us to scan in to complete the preparation for printing. We would prefer to scan any photos or artwork that is not already on your computer, to get the best image possible for your piece.

color separations - If your project is to be printed in more than 1 color we will produce the artwork necessary for proper printing. Please make sure you provide us with a color print-out of your document so that we know which color you want where.

custom artwork - If you want us to provide a graphic for you make sure you check this box.

Project/Printing Specifications

Flat Size

What size is your final printed piece when it is cut and before any folding is done? If you want a flyer that is one half of a full size sheet of paper then you would put 5.5 x 8.5 .

Folded Size

What size is your final printed piece after it has been folded? A 3-fold brochure would have a flat size of 11 x 8.5 and a folded size of 3.66 x 8.5 .

Quantity

How many do you need? You should take into account that sometimes the press mishandles the paper, so expect to receive 4% plus or minus the amount you have indicated.

Ink

What color of ink do you want to use? If color, please specify color(s) from the following list:

Black	Green
Blue	Bright Pink
Red	Violet
Maroon	Turquoise

Paper

Please use the new paper samples to indicate the paper you d like to use for your project.

Color/2nd choice

Please fill in both a first and second choice for paper color. Sometimes our supplies run low and this way we won't have to hold up your job waiting to order paper.

Weight - We offer 4 weights of paper.

20lb - about the weight of copy paper - good for printing one-sided forms and flyers

60lb - heavier than copy paper - good for printing bookmarks and flyers

65lb - good heavy stock for forms and posters

110 lb - good heavy stock for forms and posters
(70lb - now only available in white)

Special Handling

Tell what else needs to be done to complete your job?

- Two-sided**- This makes us aware that you want both sides of the sheet printed.
- Cut** - Does your project need to be cut down from a full 8.5 x 11 sheet or a full 11 x 17 sheet.
- Pad** - Your project needs to be assembled and glued into pad form with chipboard backing. (For example phone message pads.)
- Laminate** - Check if you want your project to be laminated in protective film.
- Mount on foam core** - have posters mounted on rigid board for display.

Folding - Please indicate here the way you would like your project folded. If you have questions about these options please call Printing Services.

Booklet maker - If your project needs to be assembled as a booklet, check all that apply from the collate, fold and staple list. The booklet maker can only do one fold to a collated piece.

Customer Information

Please fill in all areas of this section.

Bill to - Please indicate the organization that is to be billed here i.e. Simpson Public Library or the Friends of Simpson Public Library.

Delivery deadline - This is the date you want to receive your printed material. For delivery deadline guides, see the **Print Process Timeframes Chart**.

Institution - Fill in the library or department that this print request is originating from. In some cases this may be different than where the items are to be delivered.

Deliver to - Fill in the library/department code and the name of the person your printed material should be delivered to.