



CUSTOMER ORDER FORM

FOR all new orders requiring any amount of design or typesetting, or for re-orders on projects previously designed/set-up by our department. If your document has been created by you/your department and is ready to print, please use the MSU Copy Center form.

Today's Date _____ Date Needed _____

Requested by _____ Phone _____

Department/Division/Office _____

Fund No. _____ Dept. No. _____ Project or Program No. *(if applicable)* _____

Job Description & PURPOSE _____

Quantity _____ Type and/or Color of Paper _____

Color(s) of Ink: Black Full Color Standard University Colors Other _____

Fold: letter half tri- z- double parallel other _____

Collate Cut Pad Corner Staple Booklet (2 staples in center) Coil Bind

Other binding instructions: _____

- New Order — please design and send me a proof.
- Reorder — no changes, ready to print as is (sample attached)
- Reorder — please make the changes indicated and send me a proof.

IMPORTANT: You MUST CHECK the boxes below & SIGN this form before we will print your document.

- I understand that it is my responsibility to check for spelling and grammatical errors.
- Any graphics, photos, clipart or text that I have furnished to Publications and Design Services to use on this project are NOT copyright protected (*such as graphics downloaded from the internet that have not been purchased, photos from professional photographers without a print release, etc.*).

Signature _____

For an e-signature, please type your full name