**Imaging Services – Production/Paper Order**

Review by Public Relations is required for duplication of printed materials pertinent to East Central College (i.e. flyers, postcards, invitations, etc.). Please fill this out and send to: imagingservices@eastcentral.edu. Upon receipt of imaging services production/paper order, please allow 24 hours for completion.

Christy Parmentier ext. 6717 Brook Burgess ext. 6718

**Name:** Click here to enter text. **Department:** Click here to enter text.

[ ]  Check box if price quote is required

**PAPER ORDER**

Paper Size: Choose an item

Enter # # of reams of white paper

Enter # # of reams of color paper

Enter # # of cases (10 reams in a case)

Mimeo color: Choose an item.

**PRODUCTION ORDER**

Quantity: Click here to enter text. Print Options: Choose an item. Color: Choose an item.

Paper Size: Choose an item.

Mimeo color: Choose an item.

Cardstock color: Choose an item.

Finishing: [ ]  Staple [ ]  Tri-fold [ ]  Half-fold

 [ ]  Three hole punch [ ]  Cut to size: Click here to enter text.

 [ ]  Perforated [ ]  Glued pad

 [ ]  Comb/Cerlox [ ]  Laminate

 [ ]  Spray mount

**Cover only:** Choose an item.

[ ]  Front cover: Choose an item.

[ ]  Back cover: Choose an item.

**For oversized poster printings, please state dimensions of final product:** Click here to enter text.

**Imaging Services Imprints:** [ ]  **T** [ ]  **Ikon**