



# Design & Print Solutions

www.york.ac.uk/design-print-solutions  
designsolutions@york.ac.uk • printsolutions@york.ac.uk  
(01904) Design Studio: 328421 Print: 328480 Shop: 322160

## Contact details

Name: \_\_\_\_\_

Date required: \_\_\_\_\_

Company/Dept: \_\_\_\_\_

To Collect  To be Delivered

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Delivery address  
(to include Building/Room no):

Email: \_\_\_\_\_

Account code: \_\_\_\_\_ Workorder: \_\_\_\_\_

Date of order/consultation: \_\_\_\_\_

Previous job ref: \_\_\_\_\_

## Design required

Job title: \_\_\_\_\_

Job description:

Visuals: \_\_\_\_\_

First proofs required: \_\_\_\_\_

Send to Print: \_\_\_\_\_

Digital screen/web: \_\_\_\_\_

## Finishing

- Booklet staple
- Corner staple
- Staple 2 down side
- Soft bind
- Comb bind
- Perfect bind
- Wire bind
- Bind with acetate
- Lamination
- Encapsulation
- Folding - in half
- Folding - C Fold
- Folding - Z Fold
- Crease/Score card
- Corner hole punch
- Punch down side 2 of 4 holes
- Numbering
- Perforate position

### Cover Stock

Cover colour

- CMYK
- Mono
- Simplex Cover
- Duplex

Bleed

### Inner Stock

Inner colour

- CMYK
- Mono
- Spot
- Simplex Inner
- Duplex
- Bleed
- Other

## Print required

Quantity: \_\_\_\_\_

Additional notes:

Size: \_\_\_\_\_

Total no of pages (inclusive of cover):

\_\_\_\_\_

Portrait  Landscape