



UNITED TRIBES®
TECHNICAL COLLEGE
GRAPHIC DESIGN

Production Order form

This form does not replace the Business Card form. If you need Business Cards please use the Business Card form.

Client Theodore Jamerson Elementary School Date 7/18/2019

Bill To TJES

E-mail jfischer@uttc.edu Phone 530-0677

Product Description

Size of product in inches - Width _____ Height _____

Prints Yes No

Facebook Event Cover Photo Yes No

Fillable PDF Yes No

Instagram & Twitter Web Graphic Yes No

Numbering Yes No

Start Number _____

Information on product (if a lot of text please send a word document along with this form)

Same as previous specs.

Prints

Number of prints 75

One side Yes No

Two sides Yes No

Fold in half Yes No

Fold in thirds Yes No

Book Yes No

Book Cover heavy stock Yes No

Book Bind

Saddle Stitch Yes No

Spiral Bind Yes No

No Bind only fold Yes No

Other Services

Large format printing (Width or Height cannot exceed 44")

Matte paper Yes No

Photo paper Yes No

Note

All information and photos must accompany the order, Graphic Design program will not be able to look for photos on the web or server.

Students will be designing and printing all the products as part of their learning process. Please allow two weeks for new design and two weeks for printing after the proof is approved. The begin date will co-inside with the day the e-mail is sent.

If you need a product produced before this time frame I would advise using an outside source.

Questions call Colleen Bredahl at 1419 or e-mail cbredahl@uttc.edu