



UNITED TRIBES®
TECHNICAL COLLEGE
COLLEGE RELATIONS

Production Order Form

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

Bill to - Department/Program _____ Date _____

Client _____ E-mail _____ Phone _____

Product Description

Size of product in inches - Width _____ Height _____

Number of prints _____

Facebook Event ☐ Yes 1200x628 pixels

Numbering ☐ Yes

Instagram & Twitter Web Graphic ☐ Yes 800x800

Start Number _____

pixels Fillable PDF ☐ Yes

Information on product (if a lot of text please attached a word document)

UPLOAD

Finishing

One side ☐ Yes

Two sides ☐ Yes

Fold in half ☐ Yes

Fold in thirds ☐ Yes

Book ☐ Yes

Book Cover heavy stock ☐ Yes

Staple Bind Stitch ☐ Yes

Spiral Bind ☐ Yes

No Bind only fold ☐ Yes

Banners

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

Matte paper ☐ Yes

Photo paper ☐ Yes

Vinyl paper ☐ Yes

For Production use only.

Type of paper _____

Print size of paper _____

Paper source _____

How many total prints _____

2-sided printing ☐ long ☐ short ☐ none

Stapler mode _____

Note

If you have specific photos you wish to use please provide these photos.

Please allow two weeks for new design and printing after the proof is approved. If this is a large printing project please allow the appropriate amount of time. We can discuss what that would entail. The begin date will co-inside with the day the e-mail is received.

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