

HARVARD UNIVERSITY



Print Job Specification Sheet

Customer Name _____ Tel: _____

Dept. Name: _____ Fax: _____

Address: _____ E-mail: _____

Credit Card _____ P.O.#: _____

Exp. Date _____

Job Title: _____

Quantity: _____

Flat Size: _____

Finished Size: _____

Number of Pages: _____

Disk Supplied: PC MAC **Software:** _____

Fonts Supplied: _____

Photos: Yes No

Bleeds: Yes No

Paper: _____

Ink: _____

Proofs: Page Proofs Color Digital Proofs Dylux

Finishing:

Quote:

Delivery Date: _____

Deliver To: _____

Samples: Yes No

Deliver to: _____

Special Instructions: