

# Digital Press Printing

## Technician Use Only

Date Submitted \_\_\_\_\_

Time Submitted \_\_\_\_\_

Date Needed \_\_\_\_\_

Verified By \_\_\_\_\_

Printed By \_\_\_\_\_

## Technician Notes

Name \_\_\_\_\_ Xnumber \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

File Name (pdf) \_\_\_\_\_ Department \_\_\_\_\_

## Booklet: Saddle Stitch

**Paper Size:**  8.5 X 11  11 X 17

Folded

Stapled

Page Count

\*40 pg max  
\*4 pg Increments

Spine:

Left  Right  Calendar

Page Weight

118 gsm  216 gsm

Cover Weight

118 gsm  216 gsm

Editions

**4 page signatures**

Folded

Stapled

- High quality PDF submissions only
- Have all pages in correct order with crop marks if needed before submitting file
- Minimum 24hr turnaround
- Paper weight: Text 80t/118 gsm, Cover 80c/216 gsm

Total Number of Pages \_\_\_\_\_  
(Front and Back)

**Grand Total** \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Pages

**Paper Size:**  8.5 X 11  11 X 17

Double Sided

Page Count

Orientation:

Horizontal  Vertical

Page Weight

118 gsm  216 gsm

Editions

**Finishing:**  Acordian  Z Fold

Perfect Bind  3 Hole Punch

## Cost:

8.5 x 11 — .50 per side

11 x 17 — \$1 per side

Paid \_\_\_\_\_  
Technician Name

PaperCut# \_\_\_\_\_

Chargeback# \_\_\_\_\_