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PPO Work Order Form Instructions

These instructions go over each section of our work order form. If you have further questions as you fill out the form, please contact our office for assistance.

1. Page 1 is utilized to capture basic information about the customer/agency/job type/data.

CONTACT INFORMATION

This section must be filled out.

Requestor Name - Name of the person submitting the job as well as reviewing proofs.

Agency – Agency/Section name.

Accounting Code - DDS code associated with your agency.

- Should be formatted as follows: 00-00-00 (Department-Division-Section).

Telephone, Fax and E-Mail - Phone number, fax number and e-mail address where the submitter can be reached.

WORK REQUEST

This section must be filled out.

Document Title - Title of the job being submitted.

Number of Originals - The number of individual pages of your document. If 2 sided then each side counts as an original.

Quantity - the number requested.

Requested Completion Date - Date the work must be completed. This MUST be an actual date (i.e. 01/25/04). If no date is supplied, an automatic 10 business day completion date will be applied.

New Job, Exact Reprint or Reprint with Changes - This helps us research and ensures that the correct order is printed.

If Reprint, when was the job printed? – Please use as accurate a date as possible.

Previous Work Order Number – What was the PPO work order number of the previous order? This will begin with the letters FY and be followed by 6 digits (the first two digits referring to the fiscal year the order was placed) ex. FY23XXXX. We use this to pull the previous work order and verify information.

Request is for - Check all that apply. Estimates will be generated upon request. There is no fee for estimates. A proof will be submitted for all jobs. Printing will not begin until proof approval is received from customer.

JOB SUBMISSION TYPE

This section must be filled out.

Do you have an electronic file for this job? Many times customers do some or all of their own work using desktop publishing or office software. Quality greatly improves if we are able to use electronic files vs. scanned hard copies. PDF files are preferred.

If yes, please attach it to the work order request? You can also send it as an e-mail attachment, if the file is not too large. We also accept USB drives and utilize egress or other approved share sites for larger files.

What is the file format of the job? Please tell us the file format (ex. PDF, Word, Publisher, etc...). PDF is the preferred file format that works cohesively with production level printing equipment.

DELIVERY/INVOICE, additional delivery locations can be added on page 2 under additional instructions

This section must be filled out.

2. Page 2 is utilized to identify details about the request and add additional information the work order does not request.

DOCUMENT SIZE AND IMAGING:

Original Size: This is the size of the document before any binding is done to the order.

Finished Size: This is the size of the document once it has been printed and finished.

Sides Imaged: Printed output is either printing on one side of the paper or on both sides of the paper.

INK/COLOR:

No. of Colors: One color, black, is recommended for print efficiencies/cost reductions. If more than one color must be utilized, please identify that here.

PMS Colors: Traditional print scale colors.

Bleeds: When the ink goes all the way to the edge of the paper.

PAPER STOCKS:

Paper Color: Type in paper color you want used. PPO has swatch books of specialized paper available for review upon request.

Paper Weight: All selections are composed of the most commonly used weights. If your needs are not met by the selections, please check "other" and specify the size and/or weight desired.

Paper Finish: Uncoated paper does not have any coating, resulting in no sheen to the paper. Matte and Dull both have a slight sheen to the paper. Gloss paper has a lot more shine than the matte or dull finish.

Tabs: Standard tabs are white and 5 position with or without a mylar strip. Other varieties of tabs are available, but are more costly

NCR: A multi-part form. Please specify the number of parts. 2 Part (white, yellow), 3 Part (white, yellow, pink), 4 Part (white, yellow, pink, goldenrod). For additional parts or colors, please specify in additional instructions.

ENVELOPES:

Envelopes: List size and color. There is a separate state contract for envelope only orders and this should only be used if the envelopes are being used in conjunction with a larger order.

CD/DVD REPRODUCTION:

Label Printing: CD/DVD labels can be printed in b/w or full color.

Packaging Choice: Please check the method you prefer for packaging.

DOCUMENT FINISHING:

Slip Sheet: A colored sheet used to break sections or indicate the end of an unbound book.

Staple – Single staple placed in the upper left hand corner of the collated portrait or landscape pages or 2 staples down the side.

Shrink Wrap: A packaging method used to protect the product when shipped in storage.

Drill / Number of holes: Holes punched in the paper either at the top or side.

Padding – Pages glued along the top or side into pads. Pick the quantity that you would like in each pad. Normally glued into 50 or 100's.

Numbering: Used for tracking purposes. Red or black ink, a total of seven digits. Fill what digit the number start and end with.

Fold: The style that you want the publication folded too. Bi-Fold, Tri-Fold, Z-Fold, and accordion are our most popular folding types.

Perforated: This is used to "tear off" on forms or brochures.

Lamination – A protective 3 or 5mil thick film that is applied to the front and back of a document using heat and adhesive.

This protects printed material from damage and is popular for posters and handouts

Coil Bind – A type of spiral binding using a continuous plastic wire that is weaved through punched holes on the side and snipped at the ends to secure.

Tape Bind – A method of binding used on our digital equipment. It is a strong metal backed tape, available in many colors, and like the perfect binding, glue is used to seal the contents and cover the book. This technique can only be performed on jobs that run inline on the digital equipment.

Saddle stitch – Collated and folded book with 2 staples in the spine.

Comb Bind – Comb binding is a type of spiral binding. It is good for large books and is stocked black. Other colors can be special ordered upon request.

ADDITIONAL INSTUCTIONS/COMMENTS:

Type any additional information for your order into this area. Include additional delivery data as necessary. Specifications for your order can also go in this field.