## Printing Specifications Instructions

Note: FSU has a contract with The UPS Store (located on campus only) for many types of printing jobs such as business cards, stationery, banners, posters, copies, marketing materials, etc. You may use this template to prepare specifications for a print job. Contact Procurement Services at 850.644.6850 or [procurement@fsu.edu](mailto:procurement@fsu.edu) for assistance. Procurement Services will solicit informal quotes if the estimated price is over $10,000 or formal bids if over $75,000. Please submit specifications to Procurement Services at [procurement@fsu.edu](mailto:procurement@fsu.edu)

Department/School Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Many small print jobs will not require each of these specifications. Include each that best represent your printing needs.

1. Title of the Document:
2. Due date:
3. The number of originals:
4. The number of copies or sets:
5. Is the job printed 1-sided or 2-sided?
6. How many pages are 1-sided or 2-sided?
7. Paper size:
8. Finished size:
9. Paper weight.
10. Paper stock (cover stock or text stock), (gloss, silk, uncoated); (weight(s))
11. Paper color.
12. Ink color (Use a PMS color number, if possible).
13. Font size.
14. Are there inserts?
15. Is there a front cover?
16. Is there a back cover?
17. Does it need to be folded, stapled, or drilled?
18. Is there any special finishing required?
19. Does it need to be numbered?
20. Are color separations needed?
21. Will the department provide the printer with a disc or electronic file?
22. What program was used to create the disc or electronic file?
23. Is there a sample that can be provided to printers?
24. Is there artwork?
25. Does the artwork need to be done by the printer?
26. Is the job camera-ready?
27. Is a proof required?
28. Is a press proof required?
29. Process: sheet fed or web press\*?

**\*Web** printers generally are set up to print standard periodicals using standard and generally thinner stocks than **sheet** **fed** **presses**. On a **sheet** **fed** **press**, the lightest stock that can be run is 60# coated or 50# uncoated papers.