Filling Out the MISC-300X Template for Printing

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What is the MISC-300X template?

If you've ever ordered anything from Print Media Services (also referred to as printing services or the UACES print shop), you were probably asked to supply two things: an electronic file (PDF) and a completed MISC-300X form.

When placing an order with Print Media Services, the proper template to use is the MISC-300X. This template is the form used to interpret your job specifications. If improperly or incompletely filled out, your print job may not meet your expectations or deadline.

The MISC-300X form has three main sections. The top and middle sections are important for printing your job, and the rest of the form is for distribution and mailing instructions.

Where can the MISC-300X be found?

The template for the MISC-300X form is located on the Employees Only page of the Extension web site (www.uaex.edu) under Extension Templates, Misc. This form also can be found linked under Support Units, Print Media Services.

What considerations need to be made before placing an order for printing?

Obviously there are some considerations to keep in mind while you are getting ready to make an order: your funds, goals and outreach.

Be sure to check with your administrative support supervisor or grants personnel in Financial Services to ensure that you have funds to be used for printing. Remember, it's against state purchasing laws to purchase printing with state funds. If you do not use the UACES print shop, all requests for printing must be made to UACES Purchasing.

What are the fill-in fields on the MISC-300X form?

Below is an explanation of the blanks in the 300X form. The entire form can been seen in Figure 1.

- **Job Tracking Number** – This is an arbitrary number that you can use to help track your order. It's not used by Print Media Services.

Visit our web site at:
http://www.uaex.edu

- **Job Title** – What is the name of your project? Typically, it's what you would call the job if you were to call over and ask about the job. Your job needs a title that will differentiate it from the rest of the jobs that we have printed previously for you. Please be consistent; if you plan to re-order your job, Print Media Services will typically reference this job title.

- **Banner Fund No.** – Every job must have a FUND number. If you have any questions, please consult your administrative support supervisor or Financial Services.

- **Banner Org No.** – Every job must have an ORG number. If you have any questions, please consult your administrative support supervisor or Financial Services.

- **Date Needed** – This is the in-hands date. If your job will require a quicker than standard turn-time, a rush charge may be assigned. If you have any question about your deadline, please consult with Print Media Services.

- **Description** – This can be the same as the "Job Title" field, or if there are multiple components to the project such as covers and insides or envelopes and cards, they can be listed specifically here.

- **No. Pages** – How many originals are in the job?

- **No. Copies** – How many copies would you like printed?

- **Stock** – Type of paper: Cover weight or magazine weight? Glossy paper? Copy paper? There are lots of choices. As a general rule of thumb, color jobs look best on a glossy stock while black jobs look best on offset stock. This fact sheet is printed on offset stock. Consult with Print Media Services to determine the best paper stock for your job.

- **Ink** – Will your job print with black ink or in full color?

- **Bindery Boxes** – Use these check boxes to indicate any finishing services you would like. Consult with Print Media Services to determine the best finishing method for your job.

- **Additional Attachments** – If you received an estimate, please reference that number here. If you run out of room in the "Other Instructions" field, you can use this area as well.

- **Other Instructions** – Use this area to indicate anything special like tabs, gloss, dimensional or metallic inks – anything you might think important for Print Media Services to know about your job. If you run out of room in the "Additional Attachments" field, you can use this area as well.

- **Bulk Distribution or Specific Individual Mailings** – This area is used to indicate disbursement of your job. If the job will not be going anywhere, simply specify to Return "All" Copies to "name of the author or submitting party." If the job is being disbursed to specific groups, please check the appropriate box(es). For specific county distributions, please indicate the number you'd like to go to each county or experiment station. If you have a newsletter or another type of mailing or shipment going to external constituents, please contact Print Media Services for a postage and mailing estimate prior to submitting your print job.

- **Author** – The name of the person credited with creating the print job.

- **Date** – The date the request was filled out and sent.

Need more help with your print job?

For more helpful information, please visit http://www.uaex.edu/support-units/print-media-services/helpful-information/ordering.aspx, or send us an email at printshop@uaex.edu.

Figure 1. MISC-300X Template

DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Xerox Duplication Request
Special Instructions

MISC-300X
3-24-04

Information from the Xerox web submission form (Job Tracking No. Must be entered)

Job Tracking No. _____	Job Title _____
Banner Fund No. 1 _____	Banner Org. No. 1 _____ Date needed _____
Banner Fund No. 2 _____	Banner Org. No. 2 _____

*Check with Print Media Services to see if rush charges apply

- - - - - - - - Check all that apply below - - - - - - - -

Description	No. Pages	No. Copies	Stock	Ink	One Side	Both Sides	Collate	1 Staple	2 Staples	Saddle Stitch	Spiral Bound	Punch	Fold	Tape Bind
Use this area to describe each part of your job. For instance, if you have covers of a different "stock" or "Ink" than the Inside sheets.	Self-explanatory	How many do you want?	Copy paper? Glossy Cover? Glossy insides?	Color or Black?	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

Additional Attachments	**Other Instructions**
If you received an estimate, please reference that number here.	Anything special you want us to be aware of?

Mailing Instructions: check all that apply   **Bulk distribution or specific individual mailings**

☐ County Extension Agents – Staff Chair
☐ Also Sub-offices
☐ County Extension Agents – Agriculture
☐ County Extension Agents – FCS
☐ All County Extension Agents
☐ All Extension Specialists

☐ All Extension Faculty (all state, county, and area professional faculty)
☐ All Extension Personal (all individuals employed by CES)
☐ Support Staff
☐ Return   All? Some? _____   Copies to _____   Who gets the extras?
☐ Place in stock

Use the area below to specify the number to distribute to individual CES county offices or AES locations

Ozark District	No	Delta District	No.	Quachita District	No
Baxter		Arkansas (D)		Bradley	
Benton		Arkansas (S)		Calhoun	
Boone		Ashley		Clark	
Carroll		Chicot		Cleveland	
Cleburne		Clay (P)		Columbia	
Conway		Clay (C)		Dallas	
Crawford		Craighead		Garland	
Faulkner		Crittenden		Grant	
Franklin (O)		Cross		Hempstead	
Franklin (C)		Desha (McG)		Hot Spring	
Fulton		Drew		Howard	
Independence		Greene		Lafayette	
Izard		Jackson		Little River	
Johnson		Jefferson		Miller	
Logan (P)		Lawrence		Montgomery	
Logan (B)		Lee		Nevada	
Madison		Lincoln		Quachita	
Marion		Lonoke		Perry	
Newton		Mississippi (B)		Pike	
Pope		Mississippi (O)		Polk	
Searcy		Monroe		Pulaski	
Sebastian (FS)		Phillips		Saline	
Sharp		Poinsett		Scott	
Stone		Prairie (DB)		Sevier	
Van Buren		Prairie (DA)		Union	
Washington		Randolph		**Res. & Ext. Centers**	
Yell (Dan.)		St. Francis		Hope	
Yell (Dar.)		White		Keiser	
		Woodruff		Monticello	
				Stuttgart	

Author   Who is the author?   Date   Date submitted

Attach the completed form to an e-mail message to printshop@uaex.edu and place the job tracking number in the SUBJECT field.

Print Media Services always recommends that any print project you are considering be coordinated with the skilled editors and designers in the UACES Communications Department. They can help you design materials that project a professional image. Communications can make sure your job meets Extension standards, like use of correct logo, EEO, etc. If requested and certain criteria are met, communications also can make your printed material available to order by counties and the public through the Extension web site's online publications order system. [Note: If you are submitting an official Extension publication (usually fact sheets) to Communications for setup, a different form is used instead of the 300X; the publication submission form is the MISC-323X and is also found under Templates, Misc.]