

# Project Specifications/Job Close Form

<b>Project No.:</b>	<b>Client Branch</b>	<b>Client Main</b>	<b>Client Friends Of</b>
1887		YSO-Youth	
<b>Date Entered</b>	12/19/2008		
<b>Name:</b>	RECE signs		
<b>Project Title:</b>	RECE sign for parent teacher collection in CL		
<b>Category of Program:</b>	OTHER		
<b>Delivery Due Date:</b>	1/16/2009	<b>Date of first program:</b>	
<b>Project Type:</b>	Sign		
<b>Size/Format:</b>	ARTIST TO DETERMINE		
<b>Quantity:</b>	3	<b>Two Sided:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Colors:</b>	Full Color		
<b>Text File Provided Emailed to:</b>	RECE logo with text		
<input type="checkbox"/> Adherence indicated			
<b>Special Instructions:</b>			
<b>Binding Type:</b>		<b>Trim:</b>	
<b>Mounting:</b>	Foamcore Board-3/16 inch	<b>Fold:</b>	
<b>Laminate:</b>	<input checked="" type="checkbox"/>	<b>Attach Easelback to:</b>	
		(Indicate quantity)	
<b>Delivery Instructions:</b>	CL		
<b>Distribution Instructions:</b>			
<b>Email File to:</b>			
<b>Copy File to CD for:</b>			

**Current Status:** X - COMPLETE

**M&C Prod Notes:** Triangular signs in CL

**Job in Hold Queue**  Yes  No

**Paper Color** White

**Paper Weight** 28# Hammermill Color

**Finished Size CUT**

**Number of Cuts - TRIM**

**Finished Size FOLD**

Sheets Used		
Letter	Legal	Ledger
		5

**Printer** M&C Production

**Printer Price**

**M&C Hours** 5.75

Save these specs as PDF upon project completion, print for your records and file with project materials in server.