

PRINTING SERVICES

THE UNIVERSITY OF TEXAS AT AUSTIN
University PRINTING SERVICES
 DRAWER U, UNIVERSITY STATION 78713
 2100 COMAL ST. • CAMPUS MAIL E-3500 • PPB • 78722
 512.471-5464 512.471-1876 (FAX)
 WWW.UTEXAS.EDU/SERVICES/PRINTING

Job can not be scheduled for production without a laser copy or printed sample.

EXACT REPRINT (attach sample)
 NEW ORDER
 RE-ORDER W/CHANGES (attach sample)

PREVIOUS NO. _____
 QUOTE NO. (If App) _____

PRINT SHOP USE ONLY

Printing Job No. _____
 Customer No. _____
 Please initial:
 _____ CSR _____ Marketing

ACCT. TO BE CHARGED _____
 Approved—Department Head _____ DATE SUBMITTED _____
 DEPARTMENT _____ PHONE _____ FAX _____
 TITLE OF JOB _____ SUBMITTED BY _____
 NO. OF PAGES TO BE REPRODUCED _____ QUANTITY _____
 DELIVER JOB TO ROOM _____ BUILDING _____ ATTENTION _____

PREP WORK	PRINTING	BINDERY INSTRUCTION
<input type="checkbox"/> Art by Printing Services <input type="checkbox"/> Film Furnished <input type="checkbox"/> Camera Ready Art Furnished <input type="checkbox"/> Disk Furnished <input type="checkbox"/> MAC <input type="checkbox"/> PC Program _____ Output Sheet Must Be Included Proof Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Laser <input type="checkbox"/> Blueline <input type="checkbox"/> Color <input type="checkbox"/> Matchprint Press Check Internal <input type="checkbox"/> Customer <input type="checkbox"/>	Flat Size _____ Finished Size _____ <input type="checkbox"/> Paper Furnished To Be Printed <input type="checkbox"/> 1 Side <input type="checkbox"/> 2 Sides <input type="checkbox"/> Heat Resistant Ink (for laser printers) Text Color of Stock _____ Stock _____ _____ Ink _____	<input type="checkbox"/> Fold <input type="checkbox"/> Score <input type="checkbox"/> Die Cut <input type="checkbox"/> Perforate _____ <input type="checkbox"/> Collate <input type="checkbox"/> Collate/Staple <input type="checkbox"/> Drill _____ Holes _____ Side <input type="checkbox"/> Pad _____ to a Pad <input type="checkbox"/> Bind (Color _____) <input type="checkbox"/> GBC <input type="checkbox"/> Saddlestitch <input type="checkbox"/> Plastic Coil <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Wire-O <input type="checkbox"/> Other <input type="checkbox"/> Numbering _____ to _____ <input type="checkbox"/> Wrap pkgs@ _____ <input type="checkbox"/> Shrink Wrap _____ <input type="checkbox"/> Other _____
MAILING <input type="checkbox"/> Inserting _____ pieces Labeling <input type="checkbox"/> Cheshire Label <input type="checkbox"/> Pressure Sensitive <input type="checkbox"/> Ink Jet (disk must be furnished) Delivery <input type="checkbox"/> Our Truck <input type="checkbox"/> UT Mailroom <input type="checkbox"/> US Post Office <input type="checkbox"/> Other	Cover Color of Stock _____ Stock _____ _____ Ink _____	SAMPLES _____ samples to _____ _____ Film/Disk Art to _____

SPECIAL INSTRUCTIONS

If a special delivery date is required, please list below. Rush work is subject to an upcharge.

Date Completed _____ Completed by _____ Date Received _____ Received by _____ Originals/Artwork Returned _____	TOTAL \$ _____
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UTPSD PRINTING TRADE CUSTOMS

- 1. Quotation.** A quotation not accepted within 30 days may be changed.
- 2. Orders.** Acceptance of orders is subject to available funds in customer account, signature approval and contingencies such as fire, water, strikes, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations.
- 3. Experimental Work.** Experimental or preliminary work performed at customer's request will be charged to the customer at the provider's current rates, estimated costs or other arrangements through UTPSD management. This work cannot be used without the provider's written consent.
- 4. Creative Work.** Sketches, copy, dummies and all other creative work developed or furnished by the provider are the provider's exclusive property. The provider must give written approval for all use of this work and for any derivation of ideas from it.
- 5. Accuracy of Specifications.** Quotations are based on the accuracy of the specifications provided. The provider can re-quote a job at time of submission if copy, film, tapes, disks, or other input materials don't conform to the information on which the original quotation was based.
- 6. Preparatory Materials.** Art work, type, plates, positives, tapes, disks, and all other items supplied by the provider remain the provider's exclusive property due to the consumable nature of the materials. All film or archived job components must be requested by customer for UTPSD to store for future reruns. Film flats or other related materials may drive additional costs.
- 7. Electronic Manuscript or Image.** It is the customer's responsibility to maintain a copy of the original file. The provider is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final output. Until digital input can be evaluated by the provider, no claims or promises are made about the provider's ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize customer-supplied files will be charged at prevailing rates.
- 8. Alterations/Corrections.** Customer alterations include all work performed in addition to the original specifications.

All such work will be charged by job specifications, job difficulty and overtime if required.
- 9. Prepress Proofs.** The provider will submit prepress proofs along with original copy for the customer's review and approval. Corrections will be returned to the provider on a "master set" proof marked "O.K.," "O.K. With Corrections," or "Revised Proof Required" and signed by the customer. Until the master set is received, no additional work will be performed. The provider will not be responsible for undetected production errors if:
 - proofs are not required by the customer;
 - the work is printed per the customer's O.K.;
 - requests for changes are communicated orally.
- 10. Press Proofs.** Press proofs will not be furnished unless they have been required in writing in the provider's quotation. A press sheet can be submitted for the customer's approval as long as the customer is present at the press during makeready. Any press time lost or alterations/corrections made because of the customer's delay or change of mind will be charged at the provider's current rates.
- 11. Color Proofing.** Due to differences in equipment, paper, inks, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job is to be expected. When variation of this kind occurs, it will be considered acceptable performance. If customer requires a clarification of "reasonable" variations and requests this clarification prior to job production, samples or details will be provided by UTPSD.
- 12. Over-Runs or Under-Runs.** Over-runs or under-runs will not exceed 10 percent of the quantity ordered. The provider will bill for actual quantity delivered within this tolerance. If the customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation. Customer must also specify that no unders or overs will be accepted on the quotation or job entry.
- 13. Customer's Property.** The provider will only maintain fire and extended coverage on property belonging to the customer while the property is in the provider's possession. The provider's liability for this property will not exceed the amount recoverable from the insurance. Additional insurance coverage may be obtained if it is requested in writing, and if the premium is paid to the provider.
- 14. Delivery.** Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. provider's platform. Proposals are based on continuous and uninterrupted delivery of the complete order. If the specifications state otherwise, the provider will charge accordingly at current rates. Charges for delivery of materials and supplies from the customer to the provider, or from the customer's supplier to the provider, are not included in quotations unless specified. Title for finished work passes to the customer upon delivery to the carrier at shipping point; or upon mailing of invoices for the finished work or its segments, whichever occurs first. If customer's office refuses shipment due to staff absence (etc.), additional deliveries will be charged accordingly.
- 15. Production Schedules.** Production schedules will be established and followed by both the customer and the provider. In the event that production schedules are not adhered to by the customer, delivery dates will be subject to renegotiation. There will be no liability or penalty for delays due to state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other causes beyond the control of the provider. In such cases, schedules will be extended by an amount of time equal to delay incurred.

16. Customer-Furnished Material. Materials furnished by customers or their suppliers are verified by delivery tickets. The provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer-supplied paper must be delivered according to specifications furnished by the provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the customer must be usable by the provider without alteration or repair. Items not meeting this requirement will be repaired by the customer, or by the provider at the provider's current rates. All slides and photos must be numbered and documented according to job specifications by the customer.

17. Outside Purchases. Unless otherwise agreed in writing, all outside purchases as required by the job or authorized by the customer, are chargeable.

18. Terms/Claims/Liens. Payment is net cash 30 calendar days from date of invoice. Claims for defects, damages or shortages must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, the provider and the customer will understand that the job has been accepted. By accepting the job, the customer acknowledges that the provider's performance has fully satisfied all terms, conditions, and specifications. If job is rejected by customer, the complete job must be returned to prevent any billing. Partial acceptance of a job is subject to billing. Depending on customer needs, job will be rerun at quoted prices if job specifications do not change.

The provider's liability will be limited to the quoted selling price of defective goods, without additional liability for special or consequential damages. As security for payment of any sum due under the terms of an agreement, the provider has the right to hold and place a lien on all customer property in the provider's possession. This right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If payment is not made, the customer is liable for all collection costs incurred.

19. Liability. 1. *Disclaimer of Express Warranties:* Provider warrants that the work is as described in the purchase order. The customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual work performed.

2. *Disclaimer of Implied Warranties:* The provider warrants only that the work will conform to the description contained in the purchase order. The provider's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in dispute. Under no circumstances will the provider be liable for specific, individual, or consequential damages.

20. Indemnification. The customer agrees to protect the provider from economic loss and any other harmful consequences that could arise in connection with the work. This means that the customer will hold the provider harmless and save, indemnify, and otherwise defend him/her against claims, demands, actions, and proceedings on any and all grounds. This will apply regardless of responsibility for negligence.

1. *Copyrights.* The customer also warrants that the subject matter to be printed is not copyrighted by a third party. The customer also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce.

The customer further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the customer agrees to indemnify and hold the provider harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.

2. *Personal or economic rights.* The customer also warrants that the work does not contain anything that is libelous or scandalous, or anything that threatens anyone's right to privacy or other personal or economic rights. The customer will, at the customer's sole expense, promptly and thoroughly defend the provider in all legal actions on these grounds as long as the provider:

- promptly notifies the customer of the legal action;
- gives the customer reasonable time to undertake and conduct a defense.

The provider reserves the right to use his or her sole discretion in refusing to print anything he or she deems illegal, libelous, scandalous, improper or infringing upon copyright law. The provider prints jobs in complete compliance with the Regents Rules and any other University policies and protection of logos, marks and any other UT property.

21. Storage. The provider may choose to store intermediate materials until the related end product has been accepted by the customer. If requested by the customer, intermediate materials will be stored for an additional period at additional charge. The provider is not liable for any loss or damage to stored material beyond what is recoverable by the provider's fire and extended insurance coverage.

22. Taxes. UTPSD is a state supported service department. Printing, design and any services are provided to the University of Texas Departments and campus sponsored groups, Universities in UT System, System Administration and governmental agencies and departments. No taxes are included in any form.

23. Telecommunications. Unless otherwise agreed, the customer will pay for all transmission charges. The provider is not responsible for any errors, omissions, or extra costs resulting from faults in the transmission.