

# Knowledge Resources and Technologies

## Customer Service Form

FAX, email, or hand deliver this form to Sylvia Himmelright FAX:7241

Project & Description \_\_\_\_\_

Name \_\_\_\_\_ Branch \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Today's Date \_\_\_\_\_

Date Needed \_\_\_\_\_

Allow at least 10 workdays to complete projects; 12 workdays for notebooks that are to be delivered on campus; and 14 workdays for notebooks that are to be shipped outside of NCTC. Online course development varies.

### Check One

- Graphic Design and Publishing
- Notebook Production  
(fill out notebook section below)
- Video Production or Studio Broadcast
- Still Photography
- Video Duplication  DVD  CD Qty. \_\_\_\_\_
- Learning Resource Management/  
Distance Learning
  - Consultation  Writing/Editing
  - Library Resources  Instructional Design
  - Instructional Tech.  Other (description of project required in "Special Instructions")

### Fill this part out for notebook production

Course Name \_\_\_\_\_

Catalog Number \_\_\_\_\_

Course Location \_\_\_\_\_

Course Date \_\_\_\_\_

Impressions	Binding	Tabs	Notebook Size
<input type="checkbox"/> Single-sided	<input type="checkbox"/> Stapled <input type="checkbox"/> 3-Ring	<input type="checkbox"/> A-Z <input type="checkbox"/> 1-5 <input type="checkbox"/> 1-8 <input type="checkbox"/> 1-10	<input type="checkbox"/> 1/2" <input type="checkbox"/> 1"
<input type="checkbox"/> Double-sided	<input type="checkbox"/> Glue Binding	<input type="checkbox"/> 1-15 <input type="checkbox"/> 1-20 <input type="checkbox"/> 1-31 <input type="checkbox"/> XEROX	<input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 3"

How Many \_\_\_\_\_

Number of Pages \_\_\_\_\_

Number of Color Pages \_\_\_\_\_

### Graphic Design

Inside Cover/Title Page  No  Yes (For 3-ring Binders/Includes copyright disclaimer)

Send Proof To \_\_\_\_\_

If the proof is not returned in 24 hours, the job will be run without review.

### Special Instructions

### For KReATe Division Use Only

KReATe Number \_\_\_\_\_

Date Received \_\_\_\_\_

Branch Chief \_\_\_\_\_

Assigned to \_\_\_\_\_

Cover Due \_\_\_\_\_

#### DUE DATE

Date Completed \_\_\_\_\_

When/How Delivered \_\_\_\_\_

Paying Customer

Clerical Hours \_\_\_\_\_

Design Hours \_\_\_\_\_

Production Hours \_\_\_\_\_