

General Information					
Due 9/12/2023	Status: Submitted			SR# 1252862	
Request Title: LSE_M56_0923				Form Number:	
Creation Date: 9/5/2023 9:46:00 AM			Submit Date: 9/5/2023 9:54:23 AM		
Created By			Shipping Instructions		
Krista Gust City of Portland 503-823-5856			780/710 Krista Gust Krista Gust 503-823-5856		
Billing Information					
City Cost Object: O:9PN00000031 - District Planning					
Printing Options					
	Originals	Copies	Paper Selection	Paper Color	Ink/Toner Color
Text	2	995	AEPP ENVIRON TEXT-11	White	Black
Comments: *Or the least expensive 100% PC text currently available					
Originals					
Print-Ready					
Delivery Medium	File Name	PC-MAC	Source Format	Comments	
Electronic: Attached	LSE_M56_0923_Press.pdf	MAC	PDF	There are 6 variable data fields on pg 2, in addition to mailing panel on pg 1.	
Electronic: Attached	LSE_M56_0923_Mailing-List.xlsx	MAC	Excel	Mailing list & variable data. Column headings should match variable data fields.	
Addressing/Mailing Options					
Records on File: 995	Mailing List: Data File	Postage: First Class			
Addressing/Mailing Comments: Return Service Req. Notice should hit mailboxes 9/12, but not before 9/12.					
Finishing Options			Bindery Options		
Finished Size: 8.5x14 Double Sided: head-to-head Fold: Quarter Tab/Wafer					
Instructions/Comments					
Printing Black ink only. No bleeds. This is one of our legal Measure 56 notices.					
Finishing Self mailer on legal-size signature.					
Special Thanks so much!					