LHWMP Report Cover Specification

Paper

Cover weight paper, Sage Green color (stock provided by LHWMP – contact Kirsten or Sandy for the paper and deliver it to the print shop)

Text and Artwork

Use colors as shown in the MS Word report cover template (dark green & black)

General Instructions

Write the title in the Word template

Submit a print shop request here: http://kcweb.metrokc.gov/PrintShopWeb/

The King County print shop copies the image onto the front cover paper using their digital printer.

The back cover has no printing; use a blank sheet of the sage green cover stock.

Request black comb binding.

Request a “mockup” to approve the first report before the print shop completes the full order.