



# Printing Estimate/Order Form

Job Type: \_\_\_\_\_ Select Vendor: \_\_\_\_\_  
 UK Purchasing Contract #: \_\_\_\_\_ Job Order #: \_\_\_\_\_  
 Date: \_\_\_\_\_ Job Due Date: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Person Placing Order: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone/FAX #: \_\_\_\_\_  
 Invoice Address: \_\_\_\_\_ Business Office Phone: \_\_\_\_\_

Design Description: \_\_\_\_\_

Quantity Description: \_\_\_\_\_

PAGES Text \_\_\_\_\_ Cover \_\_\_\_\_ Inserts \_\_\_\_\_ Other \_\_\_\_\_

SIZE \_\_\_\_\_x\_\_\_\_\_ Folds to \_\_\_\_\_x\_\_\_\_\_ Folds to \_\_\_\_\_x\_\_\_\_\_ Ship Flat  
 \_\_\_\_\_x\_\_\_\_\_ \_\_\_\_\_x\_\_\_\_\_ \_\_\_\_\_x\_\_\_\_\_ Ship Flat  
 \_\_\_\_\_x\_\_\_\_\_ \_\_\_\_\_x\_\_\_\_\_ \_\_\_\_\_x\_\_\_\_\_ Ship Flat

STOCK Cover # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_  
 # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_  
 Text # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_  
 # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_  
 # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_  
 Insert # \_\_\_\_\_ Size \_\_\_\_\_x\_\_\_\_\_ Quant \_\_\_\_\_

COMPOSITION Seps \_\_\_\_\_ Sizes \_\_\_\_\_ Provided  
 Halftones \_\_\_\_\_ Sizes \_\_\_\_\_ Provided  
 Duotones \_\_\_\_\_ Sizes \_\_\_\_\_ Provided

PRE-PRESS Camera Ready Output Disc Seps & Pg Film Provide  
 Stripping Merge Photos Comp Job Film & Proofs Provided  
 Stripped Film Film W. Changes Comp page Film & Proofs Provided  
 Exact Reprint Typesetting Restrip Previously Printed Flat

PROOFS Bluelines Randoms Plotter Color Proof Press Proof

PRESSWORK Cover Sides \_\_\_\_\_ Color \_\_\_\_/\_\_\_\_  
 Text Sides \_\_\_\_\_ Color \_\_\_\_/\_\_\_\_  
 Sides \_\_\_\_\_ Color \_\_\_\_/\_\_\_\_  
 Insert Sides \_\_\_\_\_ Color \_\_\_\_/\_\_\_\_

FINISH Score Number GBC Biz Slit Plasticoil  
 Perf Diecut Foil Glue Tabs Saddlestitch  
 Pad Emboss Fold Trim Only Perfect Bind  
 Drill Gatefold Collate Wire-O Existing Die Furnished

SPECIAL INSTRUCTIONS \_\_\_\_\_

PACKAGE Band Shrinkwrap Kraft Wrap Box Skid Other \_\_\_\_\_

DELIVERY UK Pick-Up Address \_\_\_\_\_

Price \_\_\_\_\_ Signature \_\_\_\_\_

