



# PRINTING QUOTE REQUEST FORM

Company : _____	Date: _____
Name: _____	Estimate Due Date: _____ <small>Please Allow 24 Hours</small>
Phone: _____ FAX: _____	Print Due Date: _____
E-mail: _____	Customer PO: _____
Project Name: _____	Mail Due Date: _____

## PRINT PRODUCTION

Description: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Include All Overs Needed

Stock: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: ☐ Text ☐ Cover

Flat Size: \_\_\_\_\_ Finished Size: \_\_\_\_\_ ☐ 1 Sided ☐ 2 Sided

Ink Colors: ☐ 1 Color \_\_\_\_\_ ☐ 3 Color \_\_\_\_\_  
1st 2nd 3rd

☐ 2 Color \_\_\_\_\_ ☐ 4 Color Process ☐ Varnish

☐ Bleeds ☐ No Bleeds

## PRE-PRESS ☐ Customer Supplied File – File Name: \_\_\_\_\_

☐ Mac ☐ PC Format: ☐ PDF ☐ InDesign ☐ Quark ☐ Illustrator ☐ Other: \_\_\_\_\_

☐ Camera Ready ☐ Scan ☐ Pick Up

File Arrival Method: ☐ E-mail ☐ FTP ☐ Disk

Proofs: ☐ B/W Laser ☐ Color Laser ☐ PDF ☐ FAX

☐ Project Manager to Proof ☐ Sales Rep to Proof ☐ Print No Proof – Initials Required: \_\_\_\_\_

**NO 4 Color Process Work Will Be Printed Without Customer Signed Proofs**

Special Pre-Press Instructions: \_\_\_\_\_

## BINDERY

Cutting: Press Sheet: \_\_\_\_\_ Finished Size: \_\_\_\_\_ ☐ Face Trim ☐ 3 Sided Trim

Special Cutting Instructions: \_\_\_\_\_

Folding: Flat Sheet Size \_\_\_\_\_ Folded Size \_\_\_\_\_ ☐ Letter ☐ Half Fold

☐ Double Parallel Fold ☐ Right Angle Fold ☐ Z- Fold ☐ Roll Fold ☐ Part of Mail Production

Perfing/Scoring: ☐ Perf ☐ Score Location: ☐ Horizontal ☐ Vertical ☐ Both

Special Perfing/Scoring Instructions: \_\_\_\_\_

Collating: ☐ Machine Collating ☐ Hand Collating

Special Collating Instructions: \_\_\_\_\_

## FINISHING

**Staple:** ☐ Upper Left ☐ Upper Right ☐ Saddle Stitch ☐ Booklet

**Special Stapling Instructions:** \_\_\_\_\_

**Drilling:** ☐ Standard 3 Hole ☐ Other: \_\_\_\_\_  
Specify

**Special Drilling Instructions:** \_\_\_\_\_

**Padding:** ☐ Carbonless – Number of Sets: \_\_\_\_\_ Finished Size: \_\_\_\_\_

☐ Glue – Number of Sheets Per Pad: \_\_\_\_\_ Finished Size: \_\_\_\_\_

☐ Chipboard Backer ☐ Other Backer: \_\_\_\_\_

**Special Padding Instructions:** \_\_\_\_\_

**Spiral Binding:** Number of Sheets: \_\_\_\_\_

**Add Covers:** ☐ Printed ☐ Blank Paper – Color: \_\_\_\_\_ **Clear Plastic:** ☐ Front ☐ Back ☐ Both

**Comb Color:** ☐ White ☐ Black (Other Colors Available by Special Order)

**Comb Size:** ☐ 1/4 ☐ 5/16 ☐ 3/8 ☐ 7/16 ☐ 1/2 ☐ 3/4 ☐ 1 ☐ 1-1/2 ☐ 2

**Perfect Binding:** Number of Pages: \_\_\_\_\_ ☐ 3 Sided Book Trim

### Die Cutting & Special Services:

☐ Die Cut – Description: \_\_\_\_\_ ☐ Score – Description: \_\_\_\_\_

☐ Emboss – Description: \_\_\_\_\_ ☐ Deboss – Description: \_\_\_\_\_

☐ Tab Cut – No. Banks per Set: \_\_\_\_\_ Tab Size: \_\_\_\_\_ ☐ Mylar ☐ Spine ☐ Tabs ☐ Both ☐ Color: \_\_\_\_\_  
Specify Specify

☐ Laminating – Description: \_\_\_\_\_ Laminate Mil: \_\_\_\_\_  
Specify

**Special Die Cutting Instructions:** \_\_\_\_\_

## PACKAGING

☐ No Packaging – Mail Job ☐ Best Way

☐ Business Card Box ☐ Letterhead Box ☐ Corrugated Box

☐ Gaylord ☐ Skid Pack-Bulk

☐ Shrink Wrap – No. Pieces Per Package: \_\_\_\_\_ ☐ Kraft Wrap – No. Pieces Per Package: \_\_\_\_\_

**Special Packaging Instructions:** \_\_\_\_\_

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

To insure an accurate estimate all necessary fields must be completed. An estimate is only as good as the information provided. Every effort will be made to insure a prompt response. Whenever possible please include any samples.