

▶ FORMAT

- Macintosh
- Windows
- PDF

▶ TURNAROUND

- Normal (24+ Hours)
- Rush (upcharge)

▶ QUOTE#:

▶ CUSTOMER INFORMATION

Customer		Tax Status	<input type="checkbox"/> Taxable <input type="checkbox"/> Resale
Address	IF NOT ON FILE		
City, State, Zip	IF NOT ON FILE		
Contact Name #1		Daytime Phone #	
Contact Name #2		Alternate Phone #	
PO Number			
Job Number			

▶ DELIVERY INSTRUCTIONS

- Customer Pick Up
- Call When Ready

Page One Delivery To:

Start Date/Time	OFFICE USE ONLY
Due Date/Time	OFFICE USE ONLY

▶ DIGITAL PRINTS

File Name	
Software/Version	VERSION IMPORTANT
Printing Specifications (Maximum sheet size is 12" x 18". Maximum image area is 11.6" x 17.2")	
Finished Quantity: _____	of # of Pages _____
Finished Size: _____	
<input type="checkbox"/> 4/0	<input type="checkbox"/> 4/1
<input type="checkbox"/> 4/4	<input type="checkbox"/> 1/0
<input type="checkbox"/> 1/1	<input type="checkbox"/> 1/1
<input type="checkbox"/> VARIABLE DATA (Must include database or Excel file, sample proof required)	
PROOF OR MOCK-UP REQUIRED	
<input type="checkbox"/> Press Proof	<input type="checkbox"/> NO Press Proof
After file is Pre-flighted and RIPed, a single print can be output as a proof. Press proof is run on the same press your job is printed. Price per page for press proof: \$20 for 4/0, \$25 for 4/1, or \$40 for 4/4.	
<input type="checkbox"/> Archive File (For additional charge. Archived for two years from date of order.)	
Files can be archived as follows: \$20 for 4/0, \$25 for 4/1, or \$40 for 4/4 per file, and must be requested when the order is placed.	

Bindery/Finishing Options (Please supply a mock-up)

- Trim All Items on Sheet to Final Size
- Return Sheets Flat (No trimming/No charge)
- Score
- Perf
- Collate
- Saddlestitch
- Fold
 - Single Fold
 - Z-Fold
 - Letter Fold
 - Double Parallel Fold
- Plasticoil Bind
 - Black
 - White
 - Other Binding _____
- Gloss Lamination** (2 sided)
 - 1.7 mil
 - 3 mil
 - 5 mil
 - 10 mil
- AND
 - Flush Trim
 - 1/8 in. Sealed Edge
- UV Coating**
 - 1-sided
 - 2-sided
- AND
 - Gloss
 - Matte

Notes or other files to print using above specs:

** Please inquire about any limitations to laminating or UV Coating your individual job.

Paper Stock - Select One

Uncoated Text and Cover

- 80# White Carnival Smooth Text
- 80# White Carnival Smooth Cover
- 80# White Carnival Felt Cover
- 100# White Carnival Smooth Text
- 100# White Carnival Smooth Cover
- 80# Classic Crest Natural Cover

Coated Text and Cover - Ultra Digital

- 80# White Ultra Digital Text Gloss
- 100# White Ultra Digital Text Gloss
- 80# White Ultra Digital Cover Gloss
- 100# White Ultra Digital Cover Gloss
- 110# White Ultra Digital Cover Gloss
- 80# White Ultra Digital Text Matte
- 100# White Ultra Digital Text Matte
- 80# White Ultra Digital Cover Matte
- 100# White Ultra Digital Cover Matte
- 110# White Ultra Digital Cover Matte

Coated Text and Cover - HP Premium

- 100# White HP Premium Text Gloss
- 80# White HP Premium Cover Gloss
- 100# White HP Premium Cover Gloss
- 100# White HP Premium Text Matte
- 80# White HP Premium Cover Matte
- 100# White HP Premium Cover Matte

Coated Card Stock

- 10pt. White Kromekote Cover C1S
- 12pt. White Kromekote Cover C1S
- 10pt. White Kromekote Cover C2S**
- 12pt. White Carolina Cover C2S

Pressure-Sensitive Stock

- 60# White Matte Coated Split UltraBak
- 60# White Gloss Coated Split UltraBak
- 60# White Semi-Gloss Zero-Split UltraBak

**Additional 24 hours for stock

Specialty Paper Stocks - Additional time to order stock

Specialty Uncoated Stock

- _____

Specialty Coated Stock

- _____