

# ESTIMATE REQUEST

*\*All fields with an asterisk are required.*

## COMPANY INFO

Company:\* \_\_\_\_\_

Requested By:\* \_\_\_\_\_

Phone:\* \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## JOB DESCRIPTION

Description:\* \_\_\_\_\_

Qtys:\* \_\_\_\_\_

Flat Size:\* \_\_\_\_\_ Finished Size:\* \_\_\_\_\_

Stock\* Text: \_\_\_\_\_ Cover: \_\_\_\_\_

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

## ARTWORK

Files Supplied  PDF  Working Files      Layout/Changes Required:  Yes  No

## PROOF REQUIRED

Lasers  Color  Online/PDF Proof  Matchprint      Press Check required:  Yes  No

## INK COLORS\*

Number of Colors Front Side: \_\_\_\_\_ Number of Colors Back Side: \_\_\_\_\_

Bleed  Yes  No      Coating  Yes  No

## FINISHING

Drill \_\_\_\_\_ Holes  Pad in \_\_\_\_\_ # of Sheets

Numbering \_\_\_\_\_ to \_\_\_\_\_  Shrinkwrap in \_\_\_\_\_ # of Sheets

Perforate  Laminate  Other \_\_\_\_\_

Fold - Type of Fold \_\_\_\_\_

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

## BINDING

Collate  Saddle Stitch  GBC  Staple  Perfect Bind  Spiral/Wire-O

## DIE

Die Cutting  Foil Stamp  Emboss

Pocket Folder: \_\_\_\_\_ # of pockets: \_\_\_\_\_ Size of pockets: \_\_\_\_\_

Right pocket:  Yes  No      with business card slits:  Yes  No

Left pocket:  Yes  No      with business card slits:  Yes  No

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