

PRINTING ESTIMATE REQUEST FORM

Date _____ Date Bid Needed _____
Company Name _____
Address _____ Dept _____
City _____ State ____ Zip _____
Contact (for questions on estimate) _____
Phone _____ Ext _____
Fax _____ email _____

Project Name (what do *you* call it) _____

Description _____

Size flat ____ X ____ Size folded ____ X ____

Quantity(ies) _____

Stock : ____ weight _____ text,cover,book,bond
_____ brand or texture _____ color

Ink : Front _____
Back _____

Bindery : * finish flat * fold * score
Bind along _____ spine
* saddlestitch * perfect bind * spiral

* Side staple * other _____

* Drill ____ holes of ____ inch diameter

* Pad ____ sheets per pad

* Collate ____ sheets per set

* Number ____ positions

* Cello wrap in _____ qty per package

* Bulk Box * Deliver to _____

Letterpress Work : * Diecut (explain)

* score/perforate (explain)

* emboss * foil stamp (explain

square inch area, die needed or supplied?

Art Supplied : * camera ready * on disk

(describe graphics program, version,
Mac vs PC)

* photo scans to be performed by printer

(describe number of photos and final sizes)

Proof : printer to supply : * blueline * color

* proof by PDF/on line