

## Request for Printing Quote

Date: \_\_\_\_\_  
Business: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Department: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
FAX: \_\_\_\_\_

Give Quote as:  estimate  in writing  firm  
This is a:  new job  reprint  revised reprint  
Format supplied:  manuscript  camera-ready  disk, program: \_\_\_\_\_

Quantity: \_\_\_\_\_  
Quality:  basic  good  premium  showcase  
Pages: \_\_\_\_\_  including cover  plus cover  self-cover  
Colors: \_\_\_\_\_ Cover colors:  1  2  3  4  
Art:  halftones  line art  separations  photos  transparencies  
Special:  bleeds  knockouts  crossovers  
Required Proofs:  galleys  pages  blueslines  composite

Paper: weight: \_\_\_\_\_ color: \_\_\_\_\_ finish: \_\_\_\_\_  
grade: \_\_\_\_\_ brand name: \_\_\_\_\_

Cover: weight: \_\_\_\_\_  C1S  C2S  
Finish:  varnish  laminate  matte coating  UV  IR

Binding:  none  saddle-stitch  spiral  3-hole punch  
 side-stitch  perfect  comb  paste-bind  case

Tip ins:  yes  no

Shipping:  pick up Deliver:  UPS  USPS  FOB

### Information on Press

Routine Quality:  basic  good  premium  showcase  
Highest Quality Possible:  basic  good  premium  showcase  
Kind of Press:  Sheetfed press  Web press

Sheet/roll size: \_\_\_\_\_

Number of Colors per Pass: \_\_\_\_\_

Minimum Gripper Margin: \_\_\_\_\_

Registration Tolerance: \_\_\_\_\_

Signature Imposition: \_\_\_\_\_

Color-Match System: \_\_\_\_\_

Printers Marks:  inside margins  outside margins

*Place Business Label or Stamp Here:*