



# REQUEST FOR QUOTE

DATE \_\_\_\_\_ QUOTE DUE \_\_\_\_\_

CONTACT \_\_\_\_\_ REP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CUSTOMER \_\_\_\_\_

ADDRESS \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

- PRODUCTION CHOICE
- DIGITAL     OFFSET
- SPECIALTY / PROMO
- OTHER

- NEW
- EXACT REPRINT
- REPRINT w/COPY CHANGE
- REPRINT w/SPEC CHANGE
- OLD JOB #

QUANTITY \_\_\_\_\_

FLAT SIZE \_\_\_\_\_ FINAL SIZE \_\_\_\_\_ PAGES \_\_\_\_\_

 SELF COVER     + COVER

COVER STOCK \_\_\_\_\_

TEXT STOCK \_\_\_\_\_

**PrePress**

- FILE SUPPLIED     COMP TIME REQUIRED / NOTES: \_\_\_\_\_
- DIGITAL PRESS PROOF     L/R COLOR     GRAYSCALE     EPSON COLOR     B&W LASER     PDF IMPO     PDF EMAIL/WEB     PDF H/R PRINT

**SIDE 1****COVER INK    COATING    BLEEDS    COVERAGE:**  LIGHT     MEDIUM     HEAVY

- CMYK     GLOSS     SATIN     YES     NO
- BLACK     FLOOD     SPOT

**SIDE 2**

- CMYK     GLOSS     SATIN     YES     NO
- BLACK     FLOOD     SPOT

**SIDE 1****TEXT INK    COATING    BLEEDS    COVERAGE:**  LIGHT     MEDIUM     HEAVY

- CMYK     GLOSS     SATIN     YES     NO
- BLACK     FLOOD     SPOT

**SIDE 2**

- CMYK     GLOSS     SATIN     YES     NO
- BLACK     FLOOD     SPOT

**BINDERY**

- FLAT TRIM     SCORE     COIL BIND     PAD in \_\_\_\_\_'s     MAILING SERVICES
- FOLD     PERF     WIRE BIND     SHRINK in \_\_\_\_\_'s
- SADDLEBIND     PERFECTBIND     GBC BIND     R. BAND in \_\_\_\_\_'s

**NOTES & IMPORTANT DETAILS**

DELIVERY

DUE DATE