

# Request for Quote

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Your Sales Rep: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_

Flat Size: \_\_\_\_\_

Finished Size: \_\_\_\_\_

Page Count: \_\_\_\_\_ This is 4 pages: 

Stock(s):  FSC\* \_\_\_\_\_  
\_\_\_\_\_

Your sales representative will contact you regarding FSC logo usage.

## Ink(s):

Side 1:  CMYK  PMS \_\_\_\_\_

Side 2:  CMYK  PMS \_\_\_\_\_

Cover:  CMYK  PMS \_\_\_\_\_

Guts:  CMYK  PMS \_\_\_\_\_

Bleed?  N  Y Describe \_\_\_\_\_

Aqueous Coating  Varnish Finish:  Gloss  Satin  Dull  Matte

## Prepress:

Media Supplied via:  Email  FTP  Disk \_\_\_\_\_

File Name: \_\_\_\_\_

File Type:  InDesign  Quark  Illustrator \_\_\_\_\_

Variable Data:  N  Y Describe: \_\_\_\_\_

Typesetting:  N  Y Describe: \_\_\_\_\_

Proof Type:  Rampage Remote  PDF  Epson  Contract Color

Press Check:  N  Y Do you have a print sample to match?  N  Y

## Bindery:

Saddle Stitch  Wire-O Color \_\_\_\_\_  Spiral: Color \_\_\_\_\_  Perfect Bind

Pad \_\_\_\_\_ Sheets per pad Chipboard?  N  Y

Perforate Describe: \_\_\_\_\_

Score Describe: \_\_\_\_\_

Drill Describe: \_\_\_\_\_

Foil Stamp: Dimensions of stamp area: \_\_\_\_\_

Emboss/Deboss: Dimensions of stamp area: \_\_\_\_\_

Diecut: Describe: \_\_\_\_\_

Glue: Describe: \_\_\_\_\_

Number: Color: \_\_\_\_\_ Start Number \_\_\_\_\_

Fold: See examples below  Half  Letter/Tri-fold  Double Parallel

Shrink Wrap in packs of: \_\_\_\_\_

Additional Bindery/Packaging Requirements: \_\_\_\_\_  
\_\_\_\_\_

Delivery Information:  Will Call

Ship To: \_\_\_\_\_  
\_\_\_\_\_

Deliver to: \_\_\_\_\_

## CCP Use:

Cust. #: \_\_\_\_\_  R  P

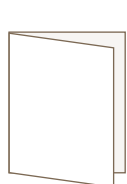
Previous Job #: \_\_\_\_\_

Digital Okay?  Y  N \_\_\_\_\_

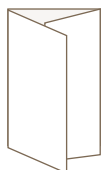
Die Required?  Y  N  New: \_\_\_\_\_

Standing – Previous Job #: \_\_\_\_\_

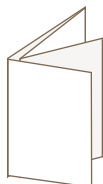
Notes: \_\_\_\_\_  
\_\_\_\_\_



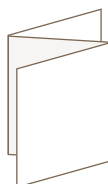
Half



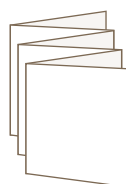
Letter / Tri-fold



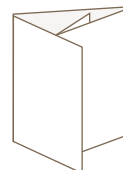
Double Parallel



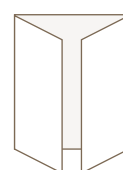
Z-Fold



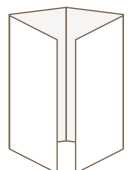
Accordion



Roll



Open Gate



Closed Gate