

Request for Printing Quotation

FROM		TO
	Company	
	Contact	
	Address	
	Phone/Fax	

JOB SPECIFICATIONS

Date Request Made	Quote Needed By	Title of Job	Requested Start Date	Requested End Date
1	This Job is a: (new job, exact reprint, reprint with changes)			
2	Quality desired: (describe print quality, resolution – basic, good, premium)			
3	Quantity:	A)	B)	

FORMAT

4	Description:			
5	Page Size:	Flat	x	Bound or folded
6	# of Pages		Specifics:	x

COPY

7	Design Features Required:	bleeds	screen tints #	reverses #
8	Art & Copy Provided:	camera-ready	photo negatives	printer to typeset and paste up
9	Extras Provided:	halftones #	duotones #	color separations #
10	Proofs Requested:	galley	blueline	composite color

PAPER

	weight	name	color	finish	grade
11	Text Paper:				
12	Cover Stock				

PRINTING

13	Text Ink	Specifics:
14	Cover Ink	Specifics:

BINDER

15	Operations: (deliver flat, trim, round corner, punch, collate & gather, drill, fold, score/perforate)				
16	Bindings: (saddle stitch, spiral bind, side stitch, plastic comb, perfect bind, Wire-O, case bind)				
17	Packing Inst.	Band in #	Wrap in #	Bulk in Cartons	Skid Pack
18	Shipping Inst.	Will Pick up	Send UPS	Ship via Truck	Deliver to:
19	Material Available:				
20	Special Instructions:				

QUOTE

Please quote your best price and delivery on the above job:								
21	as firm price	<input type="checkbox"/>	as rough estimate	<input type="checkbox"/>	in writing	<input type="checkbox"/>	Other:	<input type="checkbox"/>
22	Price:	\$	Estimated Delivery (working days from receipt of camera-ready copy)					
23	Terms:							
24	Remarks:							
25	SIGNED:							

Thank you for your quote. We look forward to working with you.