**Please Email this Completed Form to: your customer service representative**  \* Required Information

|  |  |  |
| --- | --- | --- |
| **Date:** | **Date Estimate Needed:** | |
| Requestor Details | | |
| **\*Agency:** | \***Requested** **By:** | |
| **\*Email:** | \***Phone:** | \***Fax:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Details | | | | | | | | |
| **Job Name or Form Title:** | | | | | | | | |
| **Type of Job:** | | **Previous Job Number:** | | **# of Originals:** | **# of Sheets:** | | **# of Pages:** | **Plus Cover:** |
| **Quantity:** | **Flat Size:** | | **Finished SIze:** | | | **Books**  **Sets**  **Sheets**  **Pads** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Paper and Ink - Body | | | |
| **Brand:** | **Weight:** | | **Color:** |
| **Ink Color(s) Side 1:** | | **Ink Color(s) Side 2:** | |
| Paper and Ink - Cover | | | |
| **Brand:** | **Weight:** | | **Color:** |
| **Ink Color(s) Side 1:** | | **Ink Color(s) Side 2:** | |

|  |  |  |
| --- | --- | --- |
| Art Work | | |
| **Camera Ready Art:** | **Photographs** (List Quantity)  Black & White Duotone Full Color | **Bleeds:**       Sides **Solids:**       What Size |
| **Other:** | | |

|  |  |
| --- | --- |
| Composition | |
| **Requesting Agency Furnishes:**  **Copy  Art  Sample  Layout  Negative  Disk  300 DPI  600 DPI  High Resolution  Camera Ready Material** | **If Type Must Be Set – Describe Type Style:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Proofs | | | |
| **Proof Required:** **Yes No** | **Send Proofs to:** | | **Phone:** |
| **Special Proofs:** **Laminate Color Proof  Press Check** | | **Other:** | |

|  |  |
| --- | --- |
| Bindery | |
| **Saddle Stitch  Side Stitch  Perfect Bind  Thermal Bind Comb Bind  Spiral Bind  Padded  Folded  Flat** | **Details:** |

|  |  |
| --- | --- |
| Packing and Shipping | |
| **String-Tie  -**       per bundle **Shrink Wrap  -**       per package **Box  Mail  -** | |
| **Deliver Completed Job to:** | **Packed in:** |

|  |
| --- |
| Additional Information |
|  |

**All estimates are based on regular hourly rates of wages and cost of materials prevailing at the time of estimate. Proposals are only for work according to specifications contained in this estimate. Additional work done or time consumed by reason of author's alterations in copy or proofs, changes made in work materials, holding of presses and other delays caused by the customer, will be charged for at current rate.**