**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.**