

This is an:  Estimate Request  Order Request  Current customer  New customer  
 Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**JOB INFORMATION**

Project Name: \_\_\_\_\_ Project Due Date: \_\_\_\_\_  
 Quantities: \_\_\_\_\_  
 Number of Pages: \_\_\_\_\_  Self cover  Plus cover  
 Book Format: Cover Flat Size: \_\_\_\_\_ x \_\_\_\_\_ Text Flat Size: \_\_\_\_\_ x \_\_\_\_\_  
 Cover Folded Size: \_\_\_\_\_ x \_\_\_\_\_ Text Folded Size: \_\_\_\_\_ x \_\_\_\_\_  
 Other: Misc. Flat Size 1: \_\_\_\_\_ x \_\_\_\_\_ Misc. Flat Size 2: \_\_\_\_\_ x \_\_\_\_\_  
 Misc. Folded Size 1: \_\_\_\_\_ x \_\_\_\_\_ Misc. Folded Size 2: \_\_\_\_\_ x \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**PAPER INFORMATION**

FSC Certification: \_\_\_\_\_ Stock Details: \_\_\_\_\_

**INK INFORMATION**

Book Format: Cover:  PMS [list]: \_\_\_\_\_  4 Color  Varnish  Spot Varnish  AQ coating  
 Text:  PMS [list]: \_\_\_\_\_  4 Color  Varnish  Spot Varnish  AQ coating  
 Other: Misc.:  PMS [list]: \_\_\_\_\_  4 Color  Varnish  Spot Varnish  AQ coating  
 Special Instructions: \_\_\_\_\_

**FURNISHED INFORMATION**

Artwork Provided:  Undetermined  E-mailed  
 FTP Site Location: \_\_\_\_\_  
 On Disk Program/File Type: \_\_\_\_\_  
 Please Estimate Design  Revisions on Existing Artwork  
 Scans: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**PROOFS**

Art:  Color Lasers  Low-Res Prinergy PDF  
 Imposition/Press:  Digital Dylux  Color Accurate Epson  Customer Press Check  Other:

**BINDING**

No Binding:  Leave in Press Sheets  
 Trim/Fold:  Trim to Size \_\_\_\_\_ x \_\_\_\_\_  
 Fold to Size \_\_\_\_\_ x \_\_\_\_\_  
 Letterfold  Accordion  Z-Fold  Map Fold  Double Gate  Roll  Other: \_\_\_\_\_  
 Book Binding:  Comb Bound Comb color: \_\_\_\_\_  Wire-O Bound Wire color: \_\_\_\_\_  
 Perfect Bound  Casebound  
 Saddle Stitch  Other please specify \_\_\_\_\_  
 Finishing:  Pad In: \_\_\_\_\_ [quantity of sheets per pad] Along \_\_\_\_\_" edge  
 Laminate: Side(s) \_\_\_\_\_ MIL thickness  
 Foil Stamp: \_\_\_\_\_ [approximate size of foil area]  
 Die Cut Die is: \_\_\_\_\_  
 Emboss: \_\_\_\_\_ [size of emboss area] Brief description: \_\_\_\_\_  
 Score  Perforate  
 Tab  Collate  Other please specify \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**ASSEMBLY & PACKING**

Assembly/Packing:  Shrinkwrap in \_\_\_\_\_ per package  Tab and Wafer Seal  Hand Assembly [Kitting]  
 Bulk Carton  Gaylord  Skid pack  Special Cartoning Needed \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**MAILING & SHIPPING**

Mailing:  Mailing Service Needed: \_\_\_\_\_  
 Assembly/Packing:  Delivery  Warehouse  Ship via \_\_\_\_\_  Call For Pick-up  
 Special Instructions: \_\_\_\_\_