

Customer Rep: _____

Date _____

Estimate needed by _____

File release date _____

Final pieces needed by _____

Company _____

Contact _____

Phone _____

Fax _____

Email _____

JOB TITLE

Project Description

Quantity _____ # of sides printed _____ Pages _____

Size (Flat) _____ (Finished) _____

Plus Cover Self Cover

COLOR

Colors: 4 Color Process
 Spot _____

Varnish: Spot Varnish
 Overall Varnish
 Aqueous Coating

Coverage: Light
 Medium
 Heavy

Bleeds: Yes
 No

PAPER STOCK

Text _____ Cover _____

Other _____

BINDERY/FINISHING

Finishing: Fold
 Score
 Perforation
 Die-cut
 Emboss

Bindery: Saddle
 Perfect
 Other

DELIVERY/PACKING

Shipping Information:

FILES/PROOFS

Software: (and version) _____

Files Supplied: MAC
 PC
 PDF
 Other

Proofs: Laser
 Digital Color
 Blueline/Dylux
 Waterless