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# REQUEST FOR ESTIMATE

**COMPANY NAME** \_\_\_\_\_ **ATTN:** \_\_\_\_\_

New Customer     Existing Account

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TEL:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Quantity	

Flat Size \_\_\_\_\_ And/or Finished Folded \_\_\_\_\_

### IMPOSED PROOF

PDF Digital Proof                       Hard / Physical

### HOW WILL ART FILES BE SUPPLIED

- PDF     Word     Publisher
- Print Ready (File submitted in high res PDF file, no changes, addition or corrections needed)
- Working Files (Files in supported page layout program i.e. InDesign, Illustrator, needing finishing)
- Non-Conforming Files (i.e. Word, Word Perfect, Canva, Publisher, JPG, PNG, photos, etc.)

### Special Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Paper**

- Cover Weight \_\_\_\_\_     Uncoated     Coated     Matte  
 Text Weight \_\_\_\_\_     Uncoated     Coated     Matte

**PRINT**

- DIGITAL     OFFSET     WE CHOOSE  
 Black Ink Only     Full Color     PMS PANTONE COLORS \_\_\_\_\_ (offset only)  
 Bleed     No Bleed  
 One Sided     Two Sided

**BINDERY:**

- Padding \_\_\_\_\_  
 Drilling (Hole Punch)  
 Saddle Stitch  
 Laminating Size \_\_\_\_\_ Quantity \_\_\_\_\_  
 Perfect Binding  
 Plastic Coil     Wire-O  
 Unsure/Ask

**LETTERPRESS:**

- Perf  
 Score  
 Number \_\_\_\_\_ #  
 Die Cut  
 Emboss    size of die \_\_\_\_\_  
 Register to Print     Register to Emboss  
 Foil \_\_\_\_\_ color    size \_\_\_\_\_  
 Register to Print     Register to Foil  
 Foil/Embossing Dies \_\_\_\_\_ #

**WIDE FORMAT: Banners, Signs, etc.**

- Finished Size \_\_\_\_\_ Material \_\_\_\_\_  
 Grommets \_\_\_\_\_ Mounted on \_\_\_\_\_  
 Laminated     Single-sided     Double-sided     Accesories

**MAILING:**

Yes     No

- EDDM Routes Provided     List Provided     List purchase  
 First class     Standard Presort     Non-profit Authorized  
 Refolding     Inserting     Tabbing

Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL BINDERY:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_