Printing ☐ Bid ☐ Quotes ☐ Print Order

Requested by: email: phone:

PRINT SPECIFICATIONS

Date **Project Number** **Project Name**

Quantity **Pages/Format**

Prep/Artwork **Type of Proof Needed**

Digital File Name(s)

Flat Size **Envelope Size** ☐ None

Finished Size

Ink ☐ CMYK ☐ PMS ☐ B/W ☐ Bleed ☐ Varnish

Cover /

Text /

Envelope /

Stock ☐ Text Plus Cover ☐ Self Cover

Cover

Text

Envelope

Binding/Finishing ☐ Score ☐ Saddlestitch ☐ Perfect binding ☐ Hinge Score ☐ Engrave ☐ Perforation ☐ Die cut ☐ Other

Details / Special Instructions

Imagery ☐ Stock: Purchased/Updated ○ Yes ○ No

SHIPPING

☐ qty

attn:

phone:

☐ qty List #

Deliver

attn:

phone:

☐ qty Job #

PMEO#

LMO1#

attn:

phone:

☐ qty

☐ qty

FOR INTERNAL USE ONLY

SUPPLIED QUOTES

Vendor		per piece		per piece		per piece		per piece

SUBMIT